

RG 104, 8NS-104-94-077
Box 6

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

"The United States Treasury" - Information



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300



MAIL ORDER FORM TO:
BUREAU OF ENGRAVING & PRINTING
c/o Order Processing Center
P.O. Box 371594, Pittsburgh, PA. 15250-7594

Customer Number

(Paste address label below)

Order Number

(Order number for BEP use only)

BILL TO: _____
(Last name, first, middle initial)

SHIP TO: _____
(Complete only if different than "BILL TO:")

COMPANY: _____
(If applicable)

COMPANY: _____
(If applicable)

STREET: _____

STREET: _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

COUNTRY _____

Check here if change of address ☐

Item Description	Item Number	Qty.	Price Each U.S. \$	Sub-Total
Small Washington Presidential Portrait	1		4.00	
Small Lincoln Presidential Portrait	16		4.00	
Small Bush Presidential Portrait	40		4.00	
Large Washington Presidential Portrait	200		4.50	
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** Federal Duck Stamp Set	4000		22.50	
† * \$1 Notes, 32 Notes Per Sheet, Cardboard Frame	5000		46.00	
* \$1 Notes, 32 Notes Per Sheet, Rolled in Tube	5001		45.00	
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* \$1 Notes, 16 Notes Per Sheet, Rolled in Tube	5003		26.00	
* \$1 Notes, 4 Notes Per Sheet, In Informational Folder	5004		10.25	
† * \$2 Notes, 32 Notes Per Sheet, Cardboard Frame	6903		79.00	
* \$2 Notes, 32 Notes Per Sheet, Rolled in Tube	6904		78.00	
† * \$2 Notes, 16 Notes Per Sheet, Cardboard Frame	6900		45.00	
* \$2 Notes, 16 Notes Per Sheet, Rolled in Tube	6901		43.50	
* \$2 Notes, 4 Notes Per Sheet, In Informational Folder	6902		14.75	

** Orders received by June 30 will receive the current year's stamp.
Orders received after June 30 will receive the next year's stamp.
* The Bureau reserves the right to determine which Federal Reserve bank is shipped.

Total Order \$ _____

† Cannot be mailed to Canada.

DO NOT SEND CASH, MAKE CHECK OR M.O. PAYABLE TO: BUREAU OF ENGRAVING & PRINTING

METHOD OF PAYMENT: ☐ Check ☐ Money Order ☐ VISA ☐ MasterCard

VERY IMPORTANT, PLEASE NOTE:

Credit Card #

- Allow 4-6 weeks for delivery of most orders.
- We cannot guarantee delivery of Christmas orders unless they are received before November 1.
- The Bureau reserves the right to limit or cancel orders and return payment thereof.
- If the payment is by credit card, it will be billed immediately.
- Notes will be mailed to U.S., its territories, and Canada only.

Prices effective 08/01/92

DAY-TIME TEL. #: () _____

EXPIRATION DATE:

Month

Year

Signature: _____

Bureau of Engraving and Printing
Washington, D.C. - Fort Worth, Texas

ENGRAVING:
a marriage of art and science



ONE HUNDRED DOLLARS

Engraving: a marriage of art and science

A theme that captures the imagination by joining two diverse concepts, that of art and science. It brings the exquisite art of the "glorious greenbacks" of yesteryears to you in specially created souvenir cards using some of the world's most technologically advanced printing methods. The engraved art on these notes runs the spectrum of elegant vignettes of historical and allegorical subjects, to technically precise, but exquisite, geometric lathe patterns and scroll work. The philatelic souvenir cards are where the art of engraving and the science of printing were joined with truly remarkable results.

The Bureau will be attending six numismatic and two philatelic exhibits this year. Please invite friends and family to join us in other cities to enjoy the Bureau of Engraving and Printing's exhibits and displays.

Gift Items:

Souvenir Card: \$4.00

Note Cards (set of five): \$10.00

Uncut Sheets of Currency:

\$1.00 Notes

4 per sheet at \$7.50

16 per sheet (flat) at \$21.50

16 per sheet (tube) at \$20.50

32 per sheet (flat) at \$40.50

32 per sheet (tube) at \$39.00

\$2.00 Notes

2 per sheet (plexiglass frame) at \$12.00

4 per sheet at \$12.00

16 per sheet (flat) at \$39.00

16 per sheet (tube) at \$38.00

32 per sheet (flat) at \$73.50

32 per sheet (tube) at \$72.00

Bag of Shredded—Currency: \$.50

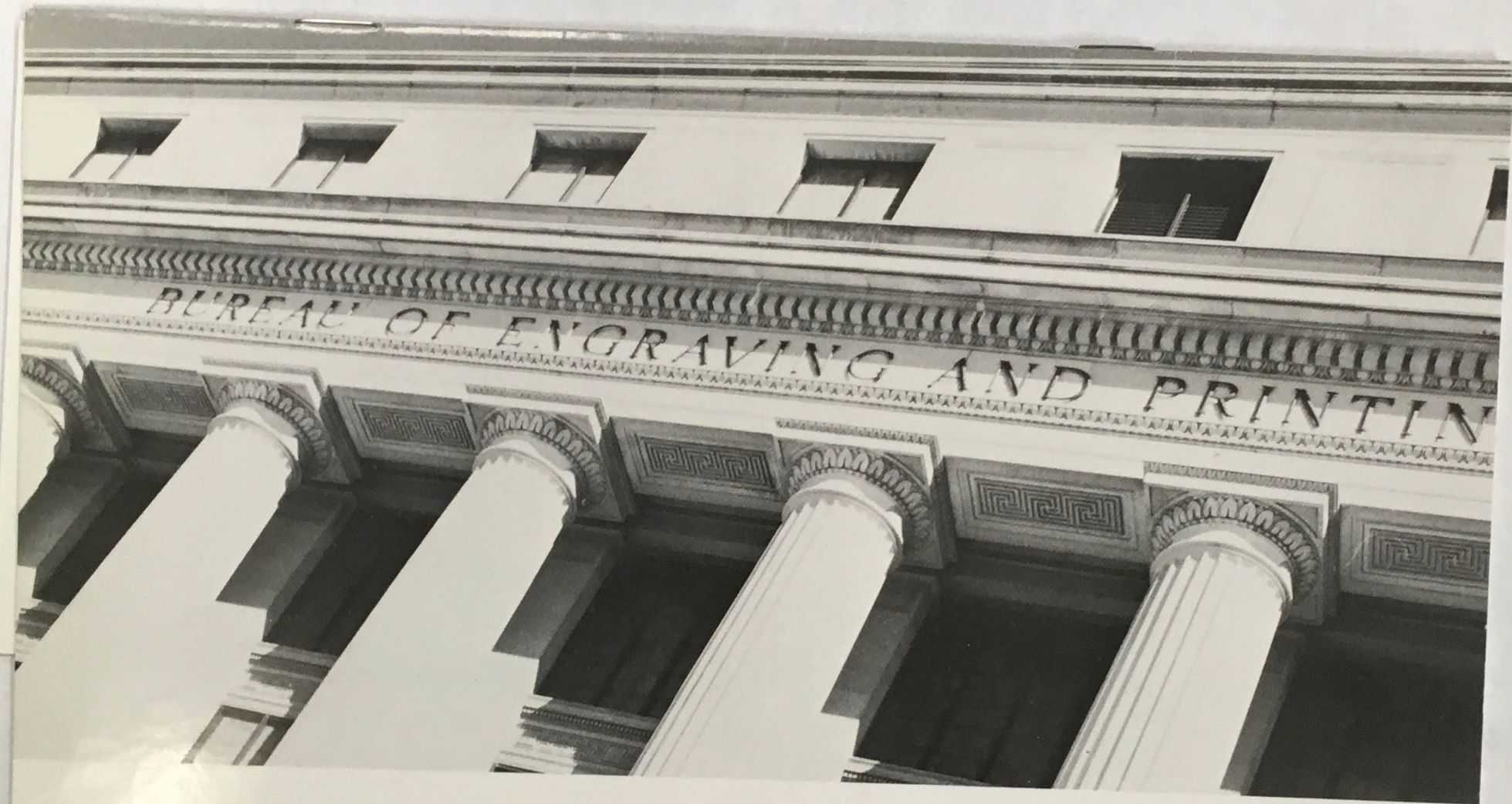
*** Intaglio Print: \$20.00**

Notice: All supplies are limited and are offered on a first come first served basis. The Bureau also reserves the right to limit the quantities and set conditions under which these items are sold.

** Available at FUN, 1/7/93, IPMS, 6/18/93, and ANA, 7/28/93. Intaglio Print will remain on sale until December 31, 1993 or while supplies last.*

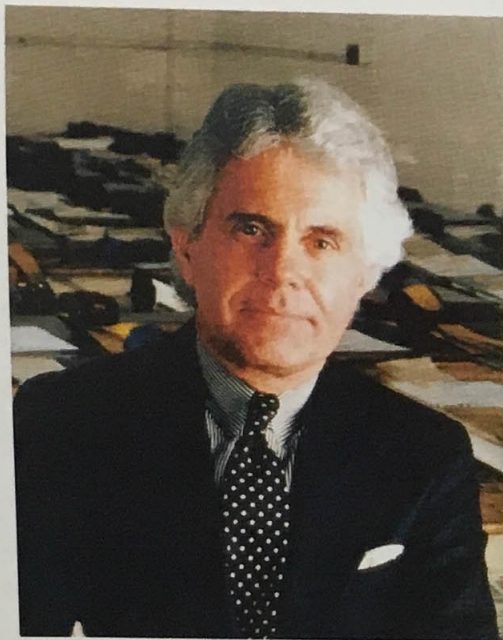
Show

FUN Orlando, FL	Money	January 7 - 10, 1993
ANA Colorado Springs, CO	Money	March 11 - 13, 1993
ASDA New York, NY	Stamp	May 5 - 9, 1993
TNA Fort Worth, TX	Money	May 6 - 9, 1993
GNA Atlanta, GA	Money	May 13 - 15, 1993
IPMS Memphis, TN	Money	June 18 - 20, 1993
ANA Baltimore, MD	Money	July 28 - August 1, 1993
OPS Omaha, NE	Stamp	September 3 - 5, 1993



BUREAU OF ENGRAVING AND PRINTING
A Treasury of Gift Ideas

BUREAU OF ENGRAVING AND PRINTING
A Treasury of Gift Ideas



Peter H. Daly
Director,
Bureau of Engraving and Printing

I am pleased to present the Bureau of Engraving and Printing's "Treasury of Gift Ideas." Each item has been selected with care and represents the historic arts of hand engraving and intaglio printing. Both art forms date back many centuries, reaching prominence during the Renaissance, but were employed well before that in ancient cultures around the world. I hope you enjoy our special selection of engraved prints, as well as uncut sheets of U.S. currency which are available for purchase through this catalog. They are presented with genuine pride.

A handwritten signature in black ink, which appears to read "Peter H. Daly". The signature is stylized with a long horizontal line extending to the left and a long vertical line extending downwards to the right.

Uncut Currency

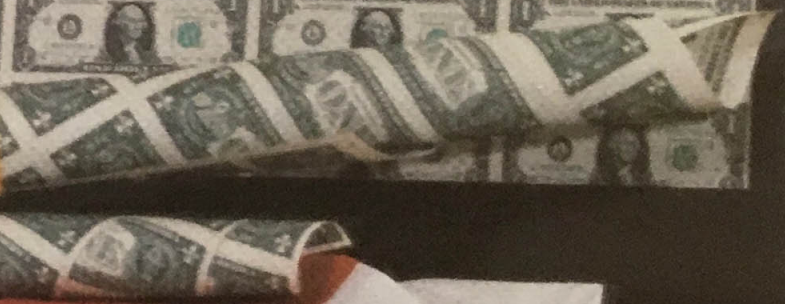
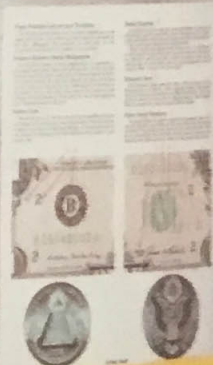
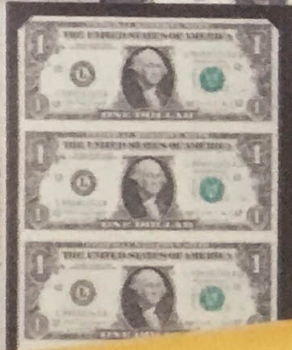
Sheets of fresh crisp new greenbacks to delight someone special in your life. Anyway you cut it, sheets of uncut currency are perfect for any occasion and make an especially unusual gift for the person who has everything.

The Educational Package of 4 notes is ideal for school age children or for teachers to use as an educational tool in their classrooms. It is presented in an informational folder and is not available framed or rolled.

The Deluxe Package (16 notes) is an impressive gift, great as a graduation gift or perfect for a young professional's office. This item may be purchased in a black cardboard frame or simply rolled in a tube.

The Prestige Package of 32 notes is a conversation piece great for the person who has everything. Frame it in plexiglass so that both sides of the note are visible when the frame is flipped over. Available in a black cardboard frame or rolled in a tube.

	<i><u>Item No.</u></i>	<i><u>Price:</u></i>
<i>Educational</i> - 4 notes per sheet with informational folder...	5004	\$10.25
<i>Deluxe</i> - 16 notes per sheet framed.....	5002	\$27.50
<i>Prestige</i> - 32 notes per sheet framed.....	5000	\$46.00
<i>Deluxe</i> rolled in a tube - 16 notes per sheet....	5003	\$26.00
<i>Prestige</i> rolled in a tube - 32 notes per sheet....	5001	\$45.00



Uncut Currency . . . (continued)

\$2 are available in two sizes only; Educational and Deluxe. The Deluxe is offered framed or rolled in a tube. The vignette on the back of these bills is a special tribute to the art of engraving. The fine detail and exquisite craftsmanship make these notes collectibles in their own right.

Educational - 4 notes per sheet with
informational folder....

Deluxe - 16 notes per sheet framed.....

Prestige - rolled in a tube.....

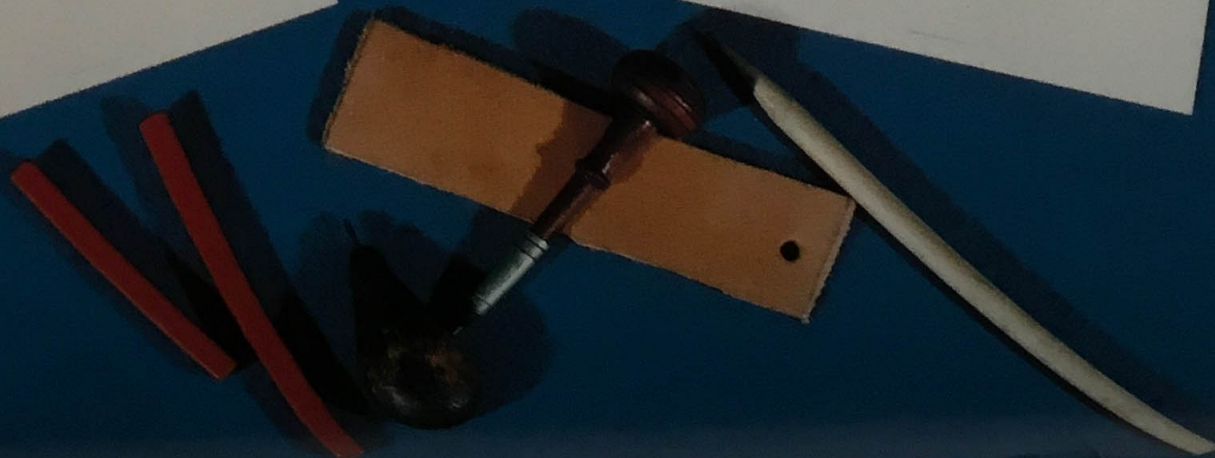
<u>Item No.</u>	<u>Price:</u>
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6902	\$14.75
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6900	\$44.50
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6901	\$43.00
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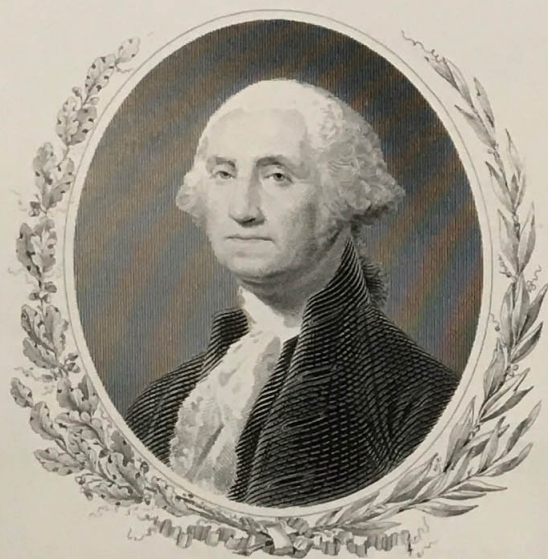




Small Presidential Portraits

Enjoy a selection of fine art prints created from hand crafted engravings. The art of engraving has remained unchanged through time with the Bureau picking up the tradition in 1862. The same tools and skills needed to engrave images on United States currency, then and now, are used to create our very elegant Presidential Portraits.

The prints measure 6" X 8" with an image size of 2" by 2 1/2" and are printed on high quality paper for lasting beauty. They sell for \$4.00 each.



GEORGE WASHINGTON

<u>Item No.</u>	<u>Portrait</u>
1	Washington
16	Lincoln
40	Bush

Large Presidential Portraits

The larger prints measure 9" x 12" with an image size of 4" x 5" and are reasonably priced at \$4.50. Only the most popular prints have been offered.

Item No.

200

201

202

219

220

Portraits

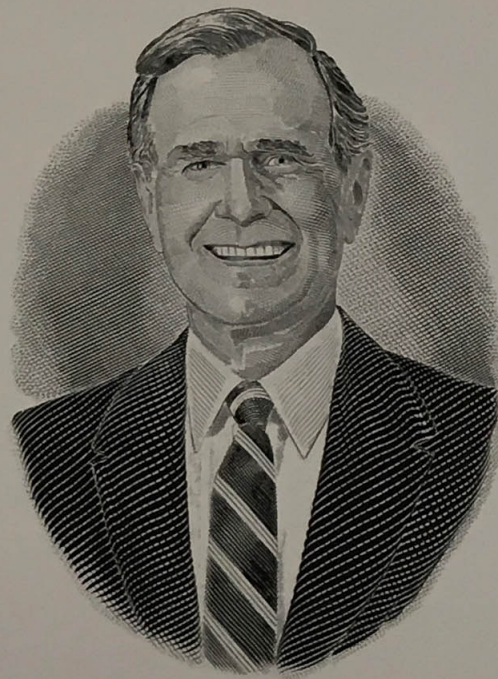
Washington

Jefferson

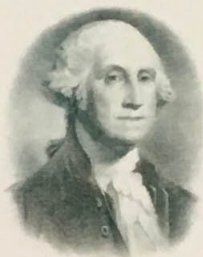
Lincoln

Reagan

Bush

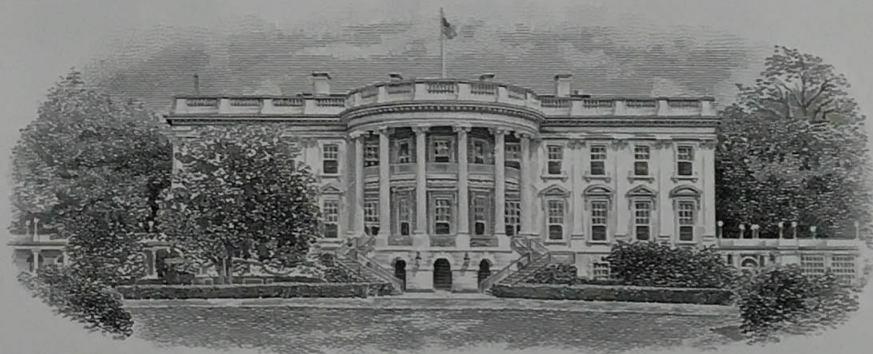


GEORGE BUSH



Historic Sites

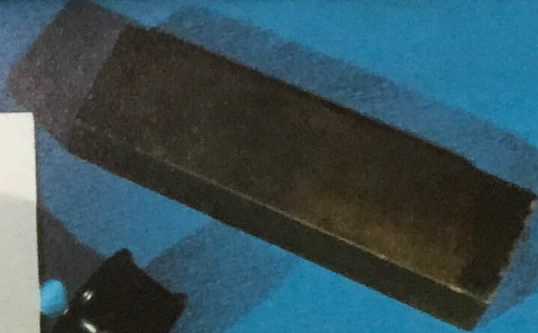
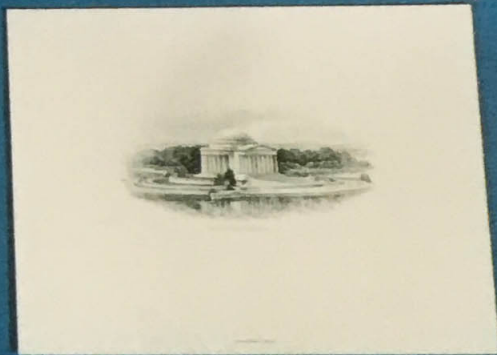
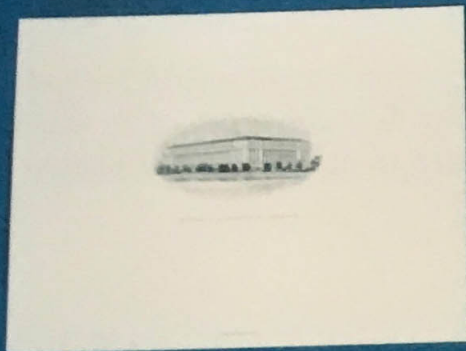
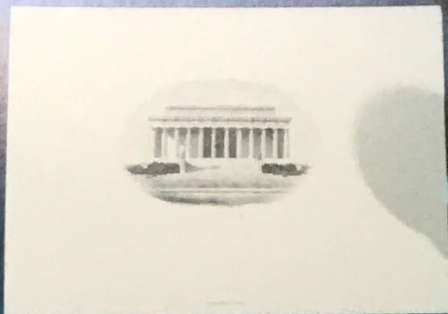
The most popular monuments and historic sites in Washington, D.C. have been selected for our "Treasury of Gift Ideas." These hand engraved prints can be framed individually or in a grouping. At \$4.00 each they are yours to collect and enjoy.



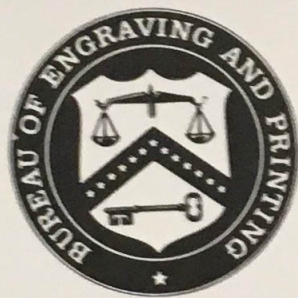
Item No.

Site

300	Bureau of Engraving and Printing
302	Capitol: Southeast View
303	Lincoln Memorial
312	White House: Southeast View
314	Washington Monument
315	Jefferson Memorial



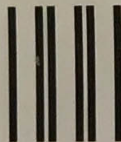
Additional forms and information about the program may be obtained by writing directly to the Bureau of Engraving and Printing, 14th and C Sts. S.W., Room 533M, Washington, D.C. 20228.



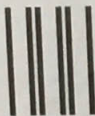
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BUREAU OF ENGRAVING AND PRINTING
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OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE, \$300



POSTAGE AND FEES PAID
DEPARTMENT OF THE TREASURY
TREAS-559



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BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

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(Last name, first, middle initial)

SHIP TO: _____
(Complete only if different than "BILL TO:")

COMPANY: _____
(If applicable)

COMPANY: _____
(If applicable)

STREET: _____

STREET: _____

CITY _____ **STATE** _____ **ZIP** _____

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COUNTRY _____

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Prices effective 08/01/92

DAY-TIME TEL. #: () _____

EXPIRATION DATE:

Month	Year

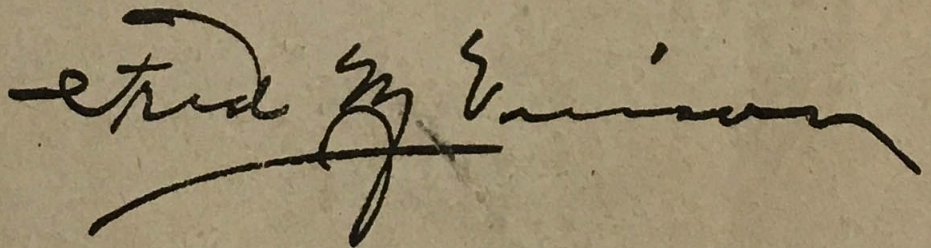
Signature: _____

THE SECRETARY OF THE TREASURY
WASHINGTON

To Each New Employee:

You are now a valued part of the Treasury Department. You have your contribution to make to the important public service which the Treasury Department performs. Throughout the war our 90,000 employees worked unceasingly and effectively to win the war. You have the opportunity to do your share in building a lasting peace.

I welcome you to the Treasury Department. I hope that each of you will achieve here the satisfying consciousness of work well done.

A handwritten signature in dark ink, reading "Fred G. Vinson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Secretary of the Treasury.

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THE TREASURY DEPARTMENT

The Treasury Department might be said to be older than the Declaration of Independence itself. At any rate, the Continental Congress, on February 17, 1776, directed "that a committee of five be appointed for superintending the Treasury." Thus, there came to be established a "Treasury Office," with the responsibility of superintending the financial affairs of the colonies fighting for their independence.

As time went on, the Continental Congress completed the foundations for the present Treasury Department, with its far-reaching operations and responsibilities. In the same year (1776) it established an office of Accounts; in 1778 it set up the offices of Comptroller, Auditor, and Treasurer, and provided for "two chambers of Accounts," with three Commissioners each, to be appointed annually.

Time went on, and then as today, a periodic reorganization seemed to be in order. In turn, Treasury was administered by a board of five members, a Superintendent of Finance, a Board of Commissioners (three in number), and finally, in 1789, by a Secretary of the Treasury.

This last change was made by the Constitutional Congress, a few months after the Constitution became the law of the land. The law setting up the Treasury Department as such was enacted at the first session of Congress.

It was only fitting that Alexander Hamilton, who had impressed all with whom he came into contact by his brilliance and his ability, should be chosen for the heavy task of improving the credit standing of the struggling young republic. And improve it he did. In later years, the great orator, Daniel Webster, said in a speech made in tribute to Hamilton:

“He smote the rock
Of the National Resources
And abundant streams
Of revenue gushed forth.
He touched the dead corpse
Of the public credit and
It sprung upon its feet.”¹

In its early days, the Treasury Department had difficulty in securing a permanent home. It began in Philadelphia, then moved to Washington, to be located in a small wooden building at the northeast corner of the site of the present building. About a year later, in 1801, this building was partially destroyed by fire. In 1814, British soldiers burned it to the ground. The building erected in its place stood until 1833, when it too burned.

After much urging and also, sad to relate, much delay, Congress celebrated July 4, 1836, by authorizing the President to erect “a fireproof building of such dimensions as may be required for the present and future accommodations.” The authorization carried with it an appropriation of \$100,000.

President Andrew Jackson established a committee to decide on a site and make other necessary plans. But the committee seemed unable to decide on a real plan of action, and at length President Jackson, exasperated by the fact that his committee had done little more than hold meetings and talk, went out walking with a small group early one morning — so the story goes — stepped out briskly across the White House lawn, and coming to what is now approximately the northeast corner of the building, said: “Right here is where I want the cornerstone.” And the President planted his cane firmly in the earth, so as to leave no doubt as to his intent.

There were still more delays but, at length, the building was completed in 1842. As it stood then, it was much smaller and less imposing than it is now. Except for the east (15th Street) side, the

¹Hamilton's statue, standing at the foot of the South steps of the Treasury Building, bears this inscription on its pedestal.

whole building's outer walls were within the lines of the corridors that now run the length and breadth of the building.

Over a period of years, improvements and additions were made to the building, until it assumed its present size and appearance. The building now, though still retaining the dignified and elegant characteristics of the building as originally constructed and furnished, is a far cry from the days when its rooms were heated by crackling blazes in fireplaces.

As it now stands, the Treasury Department building is considered a fine example of Greek Revival architecture. The lofty porticos of the north, south, and east entrances are supported by giant granite columns. Those of the colonnade of 30 columns, along 15th Street, were quarried in New Hampshire, and the remainder on Dix Island, Maine. These last were brought to Washington in sailing ships.

The interior was likewise tastefully designed and finished. The great cash room of the Treasury, entered through the north (Pennsylvania Avenue) entrance, is two stories high, finished in vari-colored Vermont and Italian marble, and is decorated with Corinthian and Ionic-Corinthian columns. It was considered so fine that at the time of President Grant's second inauguration it was chosen as the most fitting for the inaugural ball.

Great vaults, in the basement of the building, hold millions in securities, silver, and currency. They are guarded by an elaborate time lock and electrical warning system. However, contrary to the belief of many tourists, the Treasury building is not "where they make the money." All the paper money is printed at the Bureau of Engraving and Printing, in Washington, while the coin money is minted at Philadelphia, Denver, and San Francisco.

Treasury's functions have grown a great deal since its modest beginnings. As the years have rolled on, and America has grown into a great and wealthy power, Treasury's job has, naturally enough, grown bigger and bigger, and more and more complex. At the present time, its main offices, and their responsibilities, are as follows:

Office of the Secretary, which is the Department's "guiding force." The Secretary of the Treasury is assisted, in administer-

ing the affairs of the Department, by the Under Secretary, two Assistant Secretaries, a staff of Technical Assistants, and the Administrative Assistant to the Secretary. The last named is in charge of the Office of the Chief Clerk, the Division of Personnel, and the Office of the Superintendent of Treasury Buildings, which are responsible for servicing the Department's operating bureaus from a business management, personnel, and general administrative standpoint.

Also in the Office of the Secretary is the Chief Coordinator, Treasury Enforcement Agencies, who is responsible for coordinating all investigative and law enforcement functions of the Department, which functions are performed in part by the Secret Service, Bureau of Narcotics, Intelligence Unit and Alcohol Tax Unit of the Bureau of Internal Revenue, the Customs Agency Service, and the Foreign Funds Control.

The Fiscal Service, created in 1940 by the President's Reorganization Plan III, and containing the

Bureau of Accounts issues the "warrants" showing the Treasury's receipt and withdrawal of public funds; maintains accounts of the appropriations of all Government agencies; pays the salaries and other obligations of the Government (except Army and Navy); prepares necessary financial reports; supervises the financial reporting system of the Government, and the accounting systems used in Treasury bureaus; supervises the designation of financial institutions as depositories of public funds; determines the qualifications of companies authorized to write surety bonds in favor of the United States; and supervises the investment of trust funds for which the Secretary of the Treasury is responsible.

Bureau of the Public Debt is in charge of matters relating to the public debt of the United States. It oversees transactions in public debt securities (bonds, notes, bills, etc.), which involves the preparation of all necessary documents and regulations, and the keeping of accounts reflecting the transactions and the flow of the securities. It also procures the distinctive paper used for the printing of the paper money. The Bureau has offices in Washington and Chicago, the latter only for work on savings bonds.

Office of the Treasurer of the United States. — The Treasurer is the official custodian of the public funds. He receives, and advances to authorized disbursing officers, all public moneys; redeems all public debt obligations; has charge of the custody, issue and redemption of United States paper currency and coin; pays all checks drawn on the Treasurer of the United States, and is responsible for the safekeeping of securities deposited as collateral, and otherwise. The Treasurer issues the Daily Statement of the United States Treasury.

Office of the Comptroller of the Currency, which has general supervision over all national banks in operation. This is an important link between the Treasury Department and the nation's banking system.

Bureau of Engraving and Printing, in charge of designing, engraving, and printing for the Government its paper money, bonds, notes, bills, and certificates; the revenue, customs, postage, and War Savings stamps; and many Government forms.

Bureau of the Mint comprises seven institutions throughout the country, and the headquarters office in Washington from which the field institutions are administered. Coinage mints are at Philadelphia, Denver, and San Francisco. The gold depository at Fort Knox, Kentucky, and silver depository at West Point, New York, are for storage of precious metals. The assay offices, at New York and Seattle, receive, process, and settle for most of the gold entering or leaving the United States. Mint institutions safeguard the metals that back the nation's monetary system.

The mints make all of the coins for this country, and also for many foreign governments. All medals for the Navy, Coast Guard and Marine Corps, and many for the Army, are made by the mint at Philadelphia.

Bureau of Internal Revenue, which collects all federal taxes, such as taxes on the incomes of individuals and corporations, tobacco, beer, and whiskey; is also charged with the duty of apprehending persons who violate any of the federal tax laws.

Bureau of Customs, which collects all the duties and taxes on imports. This bureau also administers certain navigation laws, and during the war assists in administering certain laws relating to the

control of exports, the import of strategic materials, censorship, preventing sabotage to vessels and their war cargoes, exclusion of undesirable aliens, and the detection of espionage.

Bureau of Narcotics enforces Federal narcotic drug and marijuana laws. The narcotic laws permit the sale of narcotic drugs for medical and scientific purposes only. The Bureau also cooperates with the Bureau of Customs in preventing the smuggling of narcotic drugs into the country.

Division of Research and Statistics, the *Division of Monetary Research*, the *Office of the Tax Legislative Counsel*, and the *Division of Tax Research*, all of which conduct special research and advisory functions in regard to financial, tax, legislative, statistical, and other technical questions.

Office of General Counsel, which is the Treasury Department's legal adviser.

Procurement Division, responsible for purchasing and warehousing supplies for the Government; for disposing of certain types of surplus Government property; and for purchasing Lend-Lease goods for shipment to allied nations under the Lend-Lease program.

Secret Service Division has as two of its principal responsibilities the suppression of counterfeit money and the investigation of Government check forgeries. It is famous for its special responsibility of protecting the President of the United States, his family, or the President-elect, at all times and under all conditions.

War Finance Division, engaged in the promotion and sale of war savings bonds and stamps.

Division of Foreign Funds Control, which exercises control over the 8½ billions of assets "blocked" in the United States belonging to enemy, enemy-occupied, and neutral countries and their nationals. Related activities include depriving the enemy of the benefit from assets he has looted in occupied countries; preventing unlicensed trade and commercial communication with the enemy; assembling information about important foreign financial interests; and assisting the armed forces with financial, economic, and property control measures in liberated areas.

YOUR JOB

GENERAL

Due to space limitations, it is not possible to include in this book complete detailed information as to the policies, laws, and regulations which affect you in your job. An attempt has been made, however, to include all the more essential items of information which it is believed that you as a new employee will want to have.

In the Government service, most changes in your employment status will be reflected, as or soon after they occur, on a notification of personnel action. You are given a copy of this notification. We shall explain briefly the meanings of those notations and remarks on this notification which, coming into the Government as a new employee, you would not ordinarily know. If any further information is desired, you should consult your supervisor. If he is, himself, unable to answer your question, he will know from whom you can obtain the desired information.

APPOINTMENT

Treasury Department positions are filled under Civil Service regulations. A special set of these, the "War Service Regulations," is applicable during the emergency. They have put employment matters entirely on a war footing, but are designed, nevertheless, to supply the best qualified person available for each job which has to be filled.

You will hold one of two kinds of appointments under these regulations, "War Service-Indefinite," or "War Service-Temporary."

The first means that your appointment is for the duration of the war and not to exceed six months thereafter (although it can be terminated before this time, if circumstances dictate). This does not mean that you will definitely be dropped from the Federal service at that time, but it does mean that if you are not dropped, you will have to be given another type of appointment in order to

be continued. Many war service appointees will be retained permanently.

The phrase "duration of the war" refers to the duration of the war as *legally fixed*. It does not refer to the *duration of hostilities*. The date of legal termination of the war will be some time after the cessation of hostilities. The first World War was not legally terminated until passage of a resolution by Congress on July 2, 1921. This was more than 2½ years after signing of the armistice terminating hostilities.

Your first full year of service under a "War Service-Indefinite" appointment is a "trial period." During this time, you can be discharged if, after a full and fair trial, your conduct or service does not meet minimum expectations. You are notified in writing of the reason for your discharge, but no other procedure is required to terminate your services.

Once your trial period is completed, you cannot be discharged for improper *conduct*, that is, some wrongful act or acts such as intoxication on duty, falsifying records, or absence without permission, unless and until specific "charges" are preferred against you in writing, and you are given a reasonable time for answering them.

If, on the other hand, your *service* is poor, that is, your performance of the duties of your job, you have to be given an efficiency rating (ratings will be discussed later) of "Unsatisfactory" before you can be discharged after completing your trial period, though no "charges" are necessary in this event.

"War Service-Temporary" means that your appointment is limited to a specifically named period, which will be shown on your personnel notification. This period cannot be more than one year.

You do not obtain a classified (competitive) Civil Service status under the War Service Regulations.

CLASSIFICATION

Your copy of the personnel action covering your appointment (usually received shortly after entrance on duty) contains a line

marked "grade." On this line is shown the "classification" of your job.

Classification came into being with the Classification Act of 1923, a law which applies to jobs in the Federal service. Before this law was passed, there was considerable trouble owing to the fact that employees doing work of the same difficulty were not paid

COMPENSATION SCHEDULE

(Revised July 1, 1945)

Within-Grade Advancement Period	CAF	CPC	1st Step	2d Step	3d Step	4th Step	5th Step	6th Step	7th Step	P	SP
12 Months		1	864	936	1008	1080	1152				
		2	1440	1506	1572	1638	1704	1770			
			1440	1506	1572	1638	1704	1770	1836		1
	1		1506	1572	1638	1704	1770	1836	1902		
		3	1572	1638	1704	1770	1836	1902			
			1572	1638	1704	1770	1836	1902	1968		2
	2		1704	1770	1836	1902	1968	2034	2100		3
		4	1770	1836	1902	1968	2034	2100	2166		
	3		1902	1968	2034	2100	2166	2232	2298		4
		5	1968	2034	2100	2166	2232	2298	2364		
	4		2100	2166	2232	2298	2364	2430	2496		5
		6	2166	2232	2298	2364	2430	2496	2562		
	5		2320	2430	2540	2650	2760	2870	2980	1	6
		7	2364	2430	2496	2562	2650	2760	2870		
		8	2540	2650	2760	2870	2980	3090	3200		
	6	9	2650	2760	2870	2980	3090	3200	3310		7
	7	10	2980	3090	3200	3310	3420	3530	3640	2	8
	8		3310	3420	3530	3640	3750	3860	3970		
	9		3640	3750	3860	3970	4080	4190	4300	3	
	10		3970	4080	4190	4300	4410	4520	4630		
18 Months	11		4300	4520	4740	4960	5180			4	
	12		5180	5390	5600	5810	6020			5	
	13		6230	6440	6650	6860	7070			6	
	14		7175	7437.50	7700	7962.50	8225			7	
	15		8750	9012.50	9275	9537.50	9800			8	
	16		Salaries in excess of \$9800 by express legislation							9	

alike. Now classification operates to set your pay according to the difficulty of the duties of the job as compared to others doing similar work. Less difficult duties give you a lower salary than that which goes with a position carrying more difficult duties.

Classifying a job might be defined as "labelling" it to show the general type of work which it is, and the comparative difficulty of the duties to be performed in it.

All Federal positions fall into one of five broad groups, known as "services." They are the *Clerical, Administrative, and Fiscal (CAF)*, containing jobs the duties of which are of a clerical, administrative, or fiscal nature, such as typist, stenographer, accounting clerk, and administrative officer; *Professional and Scientific service*, designated by the symbol (P), containing jobs such as engineer, attorney, or economist; *Subprofessional (SP)*, with jobs such as draftsman, laboratory aide, and library assistant; *Crafts, Protective, and Custodial (CPC)*, into which go janitors, messengers, and guards; and *Clerical-Mechanical (CM)*, containing jobs such as printer's assistants and other manual and machine operations in the Bureau of Engraving and Printing.

Most Treasury employees are in the CAF service. Some are in the CPC and CM services, but only a few will be found in the P and SP services.

The five services are each divided into "grades," according to the difficulty of the duties of the job being classified. Each grade has a fixed "salary range," as shown on the accompanying chart. This means that if the job you are in carries a certain grade, the salary you receive has to be one of those shown in the chart as being within the salary range for that grade. Persons entering the Federal service are required to enter at the minimum salary of the grade to which they are appointed.

Deciding on the grade of the job you are in is done from a description of the duties which are required in the job. Remember that the entire decision is made from the duties of the *job*, regardless of who is in it. In other words, the *job* is classified, not the person who is filling it. Also to be remembered is the fact that

conscientiousness, the producing of an unusual amount of work, efficiency, or good attendance have no bearing on determining a grade. These good traits are reflected in your efficiency rating, to be discussed later.

You are entitled to see the official description of the duties of the particular job in which you are serving. Later in this book, under "Promotion," you will be informed as to what to do if you feel that these duties are not accurate, and that your job is wrongly classified.

We have discussed above "classified" jobs, that is, jobs which are covered under one of the five services described. There are, in addition, certain types of jobs which are not classified jobs, which are called "ungraded." These are generally jobs in various trades and occupations the salaries of which are set not by determining grades, but according to prevailing wages in the community in which the job is located. This is done by a "wage board" which takes note, in fixing these salaries, of the prevailing wage level of the community. The salaries paid these employees will naturally change from time to time as the prevailing wage level in the community changes. In Treasury, most of these jobs will be found in the Bureau of Engraving and Printing, the Bureau of the Mint, and the Procurement Division.

PROMOTION

A promotion is a change from your present position to one of higher grade. There are two ways in which this might happen.

First, you may be considered for a higher grade position in another part of your office, or in another office altogether, which has become vacant.

Second, the job in which you are now serving may accumulate additional duties and responsibilities, as a result of which its present grade may be deemed to be too low and a higher grade assigned.

If it is your opinion that the duties of your present position warrant a higher grade than that to which the job is now allocated,

you should first discuss it with your supervisor. He may be able, through deeper knowledge of the work and of the classification system, to explain to your satisfaction why the job is allocated correctly in its present grade. Or, he may agree with you and recommend that the job be reclassified, after which a determination will be made by higher authority. Or, if he disagrees with you, you still have the right to appeal to the Civil Service Commission, which will make a full and complete inquiry with a view to determining the proper grade. See your personnel office as to the procedure for appealing.

In either of the two possibilities discussed above, to be considered for promotion you must be qualified through experience and (where appropriate) education.

Further, your Treasury Department record must be good both as to conduct and service.

EFFICIENCY RATINGS

Once each year, on March 31, your supervisor rates your performance of your duties, covering the year immediately preceding this date. This is done on the form reproduced on the opposite page.

Your supervisor first chooses from among the various elements listed on the form those "pertinent" to your job. If you are not in supervisory work, he chooses only from among those in the left-hand column, otherwise he chooses from both columns.

Then, from among the "pertinent" elements, he chooses those which are "especially important." These he underlines.

Your supervisor then assigns to each of the pertinent, and to each of the especially important, elements chosen an "element marking." This will be either a plus (+), for "outstanding" performance on the element in question; a check (✓) for "adequate" performance on that element; or a minus (—) for "weak" performance.

The "standard" at the foot of the rating form is then referred to, to determine your "adjective" rating. This is done by

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of _____ based on performance during period from _____ to _____

(Name of employee)

(Title of position, service, and grade)

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning ☐ All others ☐
✓ if adequate		
- if weak		
+ if outstanding		
✓ (1) Maintenance of equipment, tools, instruments.	 (21) Effectiveness in planning broad programs.	
..... (2) Mechanical skill.	 (22) Effectiveness in adapting the work program to broader or related programs.	
✓ (3) Skill in the application of techniques and procedures.	 (23) Effectiveness in devising procedures.	
..... (4) Presentability of work (appropriateness of arrangement and appearance of work).	 (24) Effectiveness in laying out work and establishing standards of performance for subordinates.	
..... (5) Attention to broad phases of assignments.	 (25) Effectiveness in directing, reviewing, and checking the work of subordinates.	
✓ (6) Attention to pertinent detail.	 (26) Effectiveness in instructing, training, and developing subordinates in the work.	
..... (7) Accuracy of operations.	 (27) Effectiveness in promoting high working morale.	
..... (8) Accuracy of final results.	 (28) Effectiveness in determining space, personnel, and equipment needs.	
..... (9) Accuracy of judgments or decisions.	 (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.	
..... (10) Effectiveness in presenting ideas or facts.	 (30) Ability to make decisions.	
✓ (11) Industry.	 (31) Effectiveness in delegating clearly defined authority to act.	
..... (12) Rate of progress on or completion of assignments.		
..... (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))		
..... (14) Ability to organize his work.		
..... (15) Effectiveness in meeting and dealing with others.	STATE ANY OTHER ELEMENTS CONSIDERED	
✓ (16) Cooperativeness.	 (A)	
✓ (17) Initiative.	 (B)	
..... (18) Resourcefulness.	 (C)	
✓ (19) Dependability.		
✓ (20) Physical fitness for the work.		

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.....	Excellent	Rating official.....
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	Reviewing official.....
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by _____ (Signature of rating official) _____ (Title) _____ (Date)
Reviewed by _____ (Signature of reviewing official) _____ (Title) _____ (Date)
Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

giving certain weights to the pluses, checks, and minus marks received on underlined, and also on non-underlined, elements.

The meanings of the various adjective ratings, and their significance, are as follows:

Excellent: Performance in every important phase of the work outstanding, and no weakness in performance in any respect.

Very Good: Performance in at least half of the important phases of the work outstanding and no weakness in performance in any respect.

Good: Performance meets requirements from an over-all point of view.

Fair: Performance does not quite measure up to requirements from an over-all point of view. Salary must be reduced one step if above the middle step of the grade.

Unsatisfactory: Performance in a majority of important phases of the work does not meet job requirements. Must be either assigned to different line of work in same grade, starting a new trial period at minimum salary step of grade; or reduced to a position of lower grade, with salary not over middle step of that grade; or dropped from the service for inefficiency.

After your supervisor completes the rating, he signs it as "rating officer," and it goes to the supervisor highest in line of authority over him who still has knowledge of your performance. He signs as "reviewing officer," that is, indicates his full agreement with the notations on the form; or if he disagrees, he has the right to assign such other element markings, or another adjective rating, as he considers proper. His markings and rating are considered as superseding those of the rating officer.

Then, the rating form is sent to an Efficiency Rating Committee, which is composed of various designated officials of your agency, which gives final review and approval to the rating.

You are notified in writing of your adjective rating, generally before May 15. If you desire, you can request your supervisor, or the personnel office, to show you the form on which the rating was made. You have the right to discuss this form with your supervisor. If after such discussion, you still feel the rating given you is not deserved, you have the right to appeal it.

Your original appeal can be directed either to the Efficiency Rating Committee of your bureau, or to the Treasury Department Board of Review, both of which have the power to change the rating. If you appeal to the Efficiency Rating Committee, you can appeal from its decision, if you are still dissatisfied, to the Board of Review. There is no further appeal from a decision of the Board of Review.

Your appeal is conducted in a fair, impartial manner. You or a representative of your choosing is present throughout the hearing of the appeal.

Further information about ratings or rating appeals can be obtained from your personnel office.

SEPARATION

General

Separations are either "voluntary" or "involuntary." The employee's own decision to leave results in voluntary separation. The decision of the Treasury Department that the employee be separated results in involuntary separation.

Involuntary

Separations "for cause" (see page 7, under Appointment), which occur when your conduct or service is not acceptable, are involuntary.

Other involuntary separations, however, do not reflect on your conduct or performance. These may be due to a reduction of the number of jobs in your office, caused by a lack of work or funds, or reorganization of the work. If this should happen, certain rules apply.

These rules are the same throughout the Government service, and must be followed whenever a reduction in force is necessary. They take into account the length of your Federal service, your tenure (that is, type of appointment), your efficiency, and whether or not you have veteran's preference.

Briefly, the rules operate in this way: If it is necessary to reduce the force, it is first decided *what types of jobs* are affected. Next, a determination is made as to what employees, considering each type of job separately, are in competition with each other. Usually all who are in similar interchangeable jobs, such as CAF-2 clerk, or CAF-3 stenographer, throughout a particular bureau, office, or division, would be in competition with each other.

The names of all those in competition with each other are arranged on a list, in three groups, as follows:

Group A: Employees serving under an appointment that has no time limitation or who were transferred or promoted without break in service from appointments without time limitations to appointments *with* time limitations.

Group B: Employees serving under an appointment with time limitation (such as "War Service-Indefinite").

Group C: Employees whose appointments are specifically limited to a year or less, or who have other types of intermittent or temporary employment arrangements.

Within each of these groups, employee's names are arranged in order by giving certain credits for length of service, veteran's preference, and efficiency rating.

Then, the employees who must be separated are determined by starting with the lowest group, working from the bottom of the list as far up the list of names as is necessary to complete the necessary reduction.

When an employee is to be separated, he is given notice in writing at least 30 days before the action is to become effective. An employee has 10 days from the date he is given notice to appeal the action to the Civil Service Commission. In such event, he has the right to examine a copy of the complete Civil Service Commission Regulations on reductions in force, and to inspect the list on which his name appears.

Voluntary

A resignation is considered a voluntary separation. If you contemplate resigning, inform your supervisor at the earliest possible date, so that he can arrange to carry on your work. Two weeks' notice prior to leaving duty is desired, if possible.

You should take steps to find out what action is necessary or advisable with respect to your bond and retirement deductions. You will be referred to your personnel office when you resign, which will be glad to advise you fully as to what to do.

Your resignation should be submitted on the regular resignation form.

WITHIN-GRADE SALARY ADVANCEMENT

This is not to be confused with "Promotion." The first, as described above, deals with changes to positions of higher grade. The second, by its very name, deals only with an advancement in salary with no change in position or grade. You stay in the same job, but your salary is raised.

You will note from the compensation chart previously shown that within each grade there are a number of salary steps. Your salary advancement within the grade is from one of these steps to the next higher step.

The rules governing within-grade salary advancement are as follows:

First, you must complete a specified "waiting period." This means a period of time in which no other increase in pay was given you. This period is shown in the extreme left-hand column of the compensation chart previously shown. This period is either 12 or 18 months. Which it is depends on your present grade. On the compensation chart, locate your grade; then, at the left of the chart you will find the waiting period for within-grade advancement.

Second, your efficiency rating must be at least "Good."

Third, your conduct must be certified as having been satisfactory at the time you are recommended for the advance.

If all three conditions are met, you will be automatically increased in salary to the next higher step in your present grade, at the beginning date of the next pay period following completion of the waiting period.

For example: an employee promoted to a CAF-3, \$1902 per year job on September 6, 1944, is entitled to a within-grade salary advancement to CAF-3, \$1968 per year, effective at the beginning of the next pay period following September 5, 1945, provided, of course, his efficiency rating as of March 31, 1945, was "Good" or better, and his conduct is certified as having been satisfactory.

Apart and distinct from the above, you can be promoted within your present grade to the next higher salary step in recognition

of "especially meritorious" service, even if you have not completed your waiting period.

PERSONNEL RECORDS

Certain official papers which you fill out when you enter on duty become a part of your permanent personnel record. This record contains full facts regarding your experience, training, employment, and other essential information. It is used whenever any personnel action, such as promotion or transfer, is contemplated. Copies of all personnel actions affecting you are also placed in this record, as well as copies of your efficiency rating forms.

For your own benefit, and to assist the personnel office, you should report to your supervisor, in writing, any change or addition which you believe should be made in your personnel record, such as additional education, change in address or telephone number, or change of name (either through marriage or court action).

HOURS OF WORK

Hours of work are from 9 a. m. to 5:30 p. m. with one-half hour for lunch, Monday through Friday, totaling 40 hours per week. These hours vary for certain classes of employees, such as laborers and mechanics, and in some of the offices of the Department not located in the main building at 15th Street and Pennsylvania Avenue, N. W. You should see your supervisor for any special rules which may be established for your office.

In addition to these 40 hours, you may be required, in an emergency, to work overtime for which you will receive time off at a later date or overtime pay.

HOLIDAYS

Holidays observed by the Federal Government as non-work days are New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, and Christmas.

SALARY PAYMENTS

Salary payments are made every two weeks on Wednesday. There are 26 pay days during the year; each pay day will cover your salary payment for two administrative workweeks.

The Treasury Department, like most Government offices and many private establishments, operates on the "pay-lag" system. Briefly, this means that your salary payment will be made 11 days after completion of the two weeks' services represented by the payment. In other words, the payment received on July 25 covers services for the two weeks pay period July 1 to July 14.

The necessity for the pay-lag system has been brought about by the increasing difficulties in preparing, certifying, and paying pay rolls.

MAIL

Please have your personal mail sent to your home address. The mail rooms were established to handle official mail only, and are not equipped to handle personal mail.

The "franking" privilege (that is, the use of Government "Official Business" envelopes, which require no postage) is restricted to official use, and cannot be used for personal mail. Violation of this privilege makes you liable to a fine of \$300. Employees may not use official envelopes for personal mail, even if stamps are affixed.

TELEPHONE

The use of telephones is restricted to calls made on official business. Incoming calls on personal matters are to be limited to those of an urgent nature. Public telephone booths located in the various corridors are available for personal calls, which should be kept at a minimum.

LEAVE

In the Federal service, approved time off from your job is known as leave. There are two types of leave, with pay and without pay.

Leave with pay, in turn, is of two kinds, annual leave and sick leave. An individual current record is kept of all your leave, that is, how much you have to your credit, how much you use, and the time and dates of use.

Annual Leave

Annual leave is used for vacations, the handling of personal business, shopping — in short, any leave with pay which is not for sickness or related reasons.

Annual leave is earned by you as you work. If your appointment is permanent or "War Service-Indefinite," you are credited with 26 days at the beginning of each year of service.

If you are a temporary employee, you earn $2\frac{1}{2}$ days for each month of service.

Annual leave accumulates as you earn it. If you are permanent or "War Service-Indefinite" you can accumulate up to a maximum of 60 days, but during the national emergency, 30 additional days may be accumulated. After you have accumulated 60 of these, you can accumulate no more than 15 days each year until you reach 90 days.

You can use (or to use a more general expression, "take") whatever annual leave you have to your credit. After your first full year of service, the entire 26 days you would earn during a year may be credited to you at the beginning of the year involved, to be available for use at any time thereafter. During your first year, however, you can use your annual leave only as you earn it, that is, 2 days each month, with an extra 4 hours at the end of each quarter in which you were in a pay status. The minimum amount of annual leave you can take is one hour. Any annual leave taken in excess of this amount is charged to your leave account in full hours. For instance, if you take one hour and 15 minutes off, you would be charged with two hours.

Before you can take annual leave, you must have the prior approval of your supervisor, who will inform you if it is necessary that you make written application. If an emergency occurs requiring that you remain away from work without obtaining ap-

proval in advance, you are required to communicate with your supervisor within 2 hours from the time your absence from work begins. Your being out of town does not excuse you from this requirement.

If you resign or are separated, you will be paid for all your unused earned annual leave.

If at the time of separation you have been granted more annual leave than you have earned, you must refund the amount paid you for such excess, or deduction therefor will be made from any salary due you. However, this is not required in cases of death, retirement for disability, or reduction of force, or in case an employee, who is not found eligible for retirement, is unable to return to duty because of disability, evidence of which must be supported by an acceptable medical certificate.

In case of death the compensation for the annual leave to your credit will be paid to the person you designated to receive your retirement deductions when you executed Form 2806-1. If you did not file this form the amount will be paid to your estate.

Sick Leave

Sick leave is used for absence from work when you are too ill to perform your duties; when you have an appointment for medical, dental, or optical examination or treatment; when a member of your immediate family has a contagious disease and requires your care and attendance; or when, through exposure to contagious disease, your presence at work would jeopardize the health of your fellow workers.

Sick leave, like annual, is earned by you through service. You earn $1\frac{1}{4}$ days each month. This totals 15 days at the end of each year. The minimum amount you can earn is one hour. It accumulates as you earn it; any sick leave taken is subtracted from this accumulation, the minimum charge being one hour. You can accumulate up to a total of 90 days.

If you are ill and cannot report for work, notify your supervisor, or have someone else notify him, at the earliest possible moment on the first day of your absence. When you return to

work, you are required to fill out a written leave application within two days after you return. If you are out for more than 3 work days, you will need to have your doctor sign the certificate on the back of the leave application. When a medical certificate cannot reasonably be obtained, a certificate of the employee relating the facts incident to the illness may be accepted, within administrative discretion.

One special provision as to the above: if your sick leave is requested for medical, dental, or optical examination or treatment, you have to obtain approval from your supervisor in advance. Also, you have to certify that you have received the treatment for which the leave was requested. You must also list the name and address of the physician or dentist, and the date and hour of the visit.

If you are seriously ill, are not a temporary employee, and don't have enough already earned sick leave to your credit, you can be advanced sick leave. However, if you are in your first year of service, you can't be advanced more than you would earn during the balance of this first year; after you have completed your first year of service, you can be advanced up to 30 days sick leave. You have to be out for 5 or more consecutive work days to be eligible for an advance. Also, all advanced sick leave requests must be supported by a medical certificate. Sick leave cannot be advanced to you on account of exposure to contagious diseases, or if a member of your family who is afflicted with a contagious disease requires your care and attendance.

Any absence from duty due to exposure to a contagious disease must be reported at once, and negligence or wilful failure to make this report is cause for disciplinary action. You must also report to the Health Unit as soon as you return, in case of such exposure, or if you personally were ill with a contagious disease.

Leave Without Pay

This is approved time off, under circumstances whereby no pay is given you for the period of your absence. Ordinarily, you do not take, nor are granted, leave without pay unless all leave

with pay is exhausted. However, you can, if you desire, take leave without pay even if you have unused annual or sick leave to your credit.

If you request leave without pay due to illness, you will need a medical certificate in support of your leave application. All other leave without pay requests must be supported by a statement showing the necessity for the leave.

IF CALLED TO COURT

Should you have to go to court during work hours, as a witness for the Government or the District of Columbia, there is no deduction from your salary or from your leave account, but you are not entitled to witness fees. Inform your supervisor fully as to the circumstances.

If you are called for jury service, inform your supervisor immediately. As above, your absence from duty will not result in loss of pay or charge to leave. If it is a United States court, you cannot receive compensation as a juror, however. If it is a state court, you receive your juror's compensation from the court, but must turn it over to the Federal Government. In this event, take your check for compensation to your pay office, which will take care of the matter for you.

Absence for jury service has to be supported by a statement of the clerk of the court showing the days you served and how much, if anything, you received for jury service.

TARDINESS

Employees are expected to be at their desks at the time of the beginning of the work day. If you report after this time, it is necessary to explain to your supervisor your reason for being late. If your reason cannot be considered as adequate, you are marked "tardy." Otherwise, you will be marked "excused." If you are marked "tardy" eleven times in one calendar year, you must be suspended from duty without pay for one day, as a disciplinary measure. If you continue to be tardy, and run your total for the year to 14, you receive further suspension, this time

for three days. Any further tardiness will make you subject to additional disciplinary measures, and may result in dismissal.

Apart and distinct from the above, there is the matter of how to charge your absence from duty, due to late arrival, on a particular day. If you come to work within 30 minutes or less from the time the work day begins, it is within the administrative discretion of your office to take no action; or to require that you work such overtime as is necessary to make up for the lateness; or to charge the time to overtime that you previously worked. If this privilege is abused, your office may request disciplinary action, or charge you annual leave.

If you come in more than 30 minutes late, annual leave is charged, with a minimum charge of one hour.

RETIREMENT

Almost all of you are eligible for retirement benefits under the Civil Service Retirement Act, which provides an income when you are older or if you become disabled. Except for certain intermittent or temporary workers, the pay-roll office deducts 5 percent of each employee's basic salary, but not of his overtime, every pay day. This is placed in a retirement account.

The 5 percent is your share of your retirement benefits, which is jointly paid by you and by the Government. The Government contributes at least as much as you do toward your annuity (the annual amount paid you after you retire) and in most cases more. A dollar a month known as "tontine" is set aside from your retirement deductions to help the Government finance its part. As long as you are on the rolls, your retirement account will earn 4 percent interest, compounded annually.

- You may make extra deposits if you wish which will give you a bigger retirement check when you retire. These may be made in multiples of \$25 but not to exceed 10 percent of the basic salary you have earned since August 1, 1920. They earn 3 percent interest. These deposits are returned if you leave the service before you retire.

You may retire as early as age 55. You may retire at your own option between 60 and 69 if you have served at least 30 years in the Government, or between 62 and 69 if you have served 15 years. Upon reaching 70 you must retire if you have 15 years of service at that time; if not, you may keep on with your job until you finish this period, as long as you are still able to do your work. If you have served 30 years you may optionally retire between 55 and 59, but you will receive a reduced annuity.

After 5 years of service, no matter what your age, you are eligible for disability retirement if you become disabled, whether on or off the job. This retirement must be approved by the Civil Service Commission.

Three methods are used to determine the amount of retirement annuities. The Civil Service Commission figures your benefits by the method that will pay you the most money.

If you leave the service before you have worked 5 years you may take out the money in your retirement account. If you leave after having worked 5 years or more, only the money you had in your account up to January 24, 1942, may be refunded. The \$1.00 "tontine" is returned with your refund if your separation is involuntary and not for misconduct or delinquency. It is not returned to you if you voluntarily resigned, or were discharged for misconduct or delinquency.

If you leave the service after working 5 years or more, any deductions made on or after January 24, 1942, cannot be refunded to you. They are retained, to be paid to you as an annuity. If your reason for leaving was by voluntary resignation, or by discharge for cause, this annuity begins at age 62. If your reason for leaving was involuntary, not by removal for cause or charges of misconduct or delinquency, you have the choice of receiving the annuity at either 62 or at 55. In case of the latter, the amount of the annuity would be reduced.

If you die before retiring, or before receiving an annuity on account of separation from the service, your total retirement deductions, plus interest (4 percent if you are on the rolls and 3

percent after separation, compounded annually) are paid to your beneficiary or estate. If you have not named a beneficiary on Form 2806-1, provided for this purpose, you should see the retirement clerk in your personnel office.

If you want to know how much money you have in your retirement account ask the retirement clerk in your personnel office.

You must file a claim when you become eligible for a refund of retirement deductions or an annuity; so must your beneficiary or estate after your death.

Be sure that your family knows about your retirement rights.

If you need retirement forms or want more detailed information on the subject of retirement, talk to the Department's retirement adviser, who is located in the Division of Personnel of the Treasury, or the retirement clerk in your personnel office.

INJURY WHILE ON THE JOB

If you are injured, even if very slightly, you should report the fact immediately to your supervisor, who will send you to the Health Unit for treatment. Special compensation forms should also be filled out by you immediately. You are eligible for any medical, surgical, or hospital care which may be required by the injury, but in most cases only if you complete these forms within 48 hours of the time of the injury. You are also eligible for certain money benefits if you have to take leave without pay on account of the injury. Death caused by such injury results in benefits being paid to the employee's dependents.

None of these benefits can be given, however, if your injury is caused by wilful misconduct, intoxication, or intention to cause the injury.

The point to remember about injuries is that no matter how trivial or slight they may seem, they can easily develop into serious disabilities. For this reason, the slightest injury on the job should, nevertheless, be reported promptly on the proper form. If it is not, you may be completely ineligible for compensation.

CONDUCT

Your salary is paid by the taxpayers of the nation. You are a public servant. This means that such members of the general public as you may come in contact with should receive courteous, helpful, and considerate treatment. Further, your employer — again the taxpayer — is entitled to ask you to do a good day's work, to be loyal and conscientious, and to measure up to a proper standard of conduct. You will find that the way to advancement will be much smoother if you give the taxpayer his money's worth.

A few tips:

You should never fail to report for duty without permission from your supervisor. You can be suspended from duty without pay if you do, or receive other disciplinary action, including discharge, in which event your employment record is permanently marked.

Do not give your supervisor, or anyone else in a position of authority, presents, or do personal favors for them, including the making of personal loans. This includes making gift donations in a group. No supervisor is permitted to accept gifts, loans, or personal favors from subordinates.

Don't try to obtain preferential treatment, in regard to promotion or reassignment, by soliciting the recommendation of an influential person in public or private life. It isn't fair to the employees who are in competition with you, and is in direct violation of a civil service regulation.

You are not permitted to sell, in the building, any article or service, nor can you solicit or collect contributions for any purpose, unless you are specifically authorized by proper authority. Disciplinary action may result from violation.

You cannot gamble, bet, take bets, indulge in lotteries, sell or buy chances, or otherwise become involved in any type of gambling while in the building or at work, even if a worthy cause is the sponsor.

You cannot use intoxicants while on duty, or bring them into the building. Violation makes you subject to disciplinary action.

You should not conduct yourself away from work in such a way as might embarrass the Department. While the Treasury Department does not concern itself with your personal affairs, it has a right to request that it not be publicly embarrassed by your off-duty conduct. Publicity reflecting adversely on the Treasury Department because of the personal misconduct of one of its employees may be cause for disciplinary action.

Don't contract personal debts and then fail to pay them as agreed. Again, this is basically a personal affair in which the Treasury Department does not desire to concern itself. Again, however, the Department has a right to request that you handle your personal financial affairs in such a way that they will not be brought to its attention. If complaints are received that you are not discharging your obligations, you will be asked to adjust the matter satisfactorily. If further complaints are received, cause for disciplinary measures, even discharge, may be considered to exist.

Don't solicit, or accept, any gift or favor of any kind from private industry persons with whom you or your subordinates might come into contact in connection with your job. In fact, it is advisable to steer clear as much as possible of any relationship with such persons above and beyond that required by your duties.

It is against the law to take an active part in a political campaign or the management of a political party, while you are a Federal employee. However, you may talk, and vote as any private citizen, and you may belong to a political club (though not as an officer or on a policy committee). You may contribute to a political fund voluntarily. You may express yourself privately — but not publicly — on political questions. You should familiarize yourself with all the laws and rules regarding political activity, as ignorance does not excuse their violation. Violation requires immediate discharge.

Do not accept any outside work without obtaining the approval of the Treasury Department. If you contemplate accepting employment in addition to your present job, see your personnel office immediately with a view to obtaining the permission. The per-

mission will generally be granted if your outside employment will not interfere with your performance of your regular job, and will not utilize information which you obtain in connection with your job. There is a definite prohibition against certain types of outside employment. In case this applies in your particular job, you will be informed by your supervisor.

Any un-American activity requires your immediate removal. This means that you cannot advocate, or have membership in any organization which advocates, the overthrow of our form of Government.

Religious, racial, or political discrimination for or against any employee is strictly prohibited in the Treasury Department.

GRIEVANCES

It is the Treasury Department's steadfast policy that working conditions for employees be the best possible; that all employees be treated with the fullest consideration and fairness, in respect to all matters affecting their well-being, either on or off the job; and that every assistance be given employees to the end of improving their general welfare.

If you feel that any of the above policy statements are not being respected in a particular instance, you are encouraged to take the matter up with your supervisor, as it is believed that most grievances can and should be settled at their source. If he cannot help you, however, you may take the matter up through higher channels in your bureau, to the next official in line or to the head of the bureau.

If this does not result in satisfactory adjustment, you have the right to present your grievance to the Director of Personnel of the Treasury Department. He will make every effort to adjust the complaint, informally so far as possible.

If these further efforts at adjustment fail, you have the right to appeal for the establishment of a committee of three to give you a complete hearing, and to make a recommendation for settlement of the case. If it is found that the case warrants a hearing before such a committee, the Director of Personnel will proceed to establish it. One member of this committee will be selected by you, one by the Treasury Department, and the third by the first two.

APART FROM YOUR JOB

COUNSELLING

The Division of Personnel of the Treasury Department, and many of the bureaus, offices, and divisions, maintain a counselling service for both male and female employees. If some problem, either pertaining to your employment or purely personal, is worrying you, and is keeping you from doing justice to your job, feel free, by all means, to avail yourself of this service.

You will find that your contact with the employee counsellor will be kept in complete confidence; that the counsellor will be sympathetic and diplomatic, and will make every effort to be really helpful; and that the problem you may have, regardless of its type, may be easily eliminated with the counsellor's help. Employee counsellors are well trained, carefully selected for their ability in the field of employee relations, and have a wide scope of knowledge which may be of help to you.

A partial list of the things on which a counsellor can be of help:

Housing. — If you are having trouble locating a place to live, whether it be room, room and board, apartment, or house, the counsellor is equipped to render you every assistance.

Budgeting. — If you are having trouble stretching your pay check as far as it has to go, you can obtain expert assistance in planning a budget.

Education. — The wide knowledge of the personnel offices as to what kind of additional schooling you can or should obtain, where and at what cost, is available to you. Washington's educational facilities for evening education are particularly fine.

Spare-time Activities. — Full information as to recreational possibilities open to you in Washington is available to you through the counselling service. This service keeps up to the minute on any and every worthwhile recreational possibility, and will be glad to help you out.

Transportation. — If you want to get a ride to work, assistance can be given you.

Work or Personal Problems. — The employee counselling facilities have had much experience in dealing with these, and may have the key to solution of yours.

Library Facilities. — Full advice and information is available on the extent and location of libraries in the District of Columbia. Washington is noted for its excellent libraries. The Library of Congress is one of the most complete in the world and is open to all.

Churches. — Advice on their location is obtainable.

TREASURY DEPARTMENT RECREATION ASSOCIATION

This is an organization of Treasury employees, which has as its purpose the institution of athletic, social, and other recreational activities. Membership is \$0.50 per year, and full information as to the advantages of membership are obtainable through a designated representative in your bureau, office, or division, or from the Employee Relations Section, Division of Personnel. Discounts on purchases or on the price of certain services, are obtainable at designated local stores through membership in this association.

CREDIT UNION

A further facility which is available to you as an employee of the Treasury is the Treasury Department Federal Credit Union, a cooperative savings and lending association composed entirely of Treasury employees. The credit union provides an opportunity for employees both to invest their savings through purchasing shares — receiving dividends on each share — and to borrow money at a reasonable rate of interest. Governed and controlled entirely by its members, the credit union makes loans to them for such useful purposes as paying doctors' and hospital bills, buying furniture, automobiles, or clothes, taking vacation trips, or paying off obligations. The members hold an annual meeting at which they declare dividends to the members for the year.

The requirements for membership in the credit union are an entrance fee of \$0.25 and payment of at least one installment on one \$5 share of stock. Further information concerning the credit union may be obtained in room 1224, Main Treasury Building.

Some of the larger bureaus of the Department have their own credit unions.

TREASURY DEPARTMENT BENEFICIAL ASSOCIATION

The Treasury Department Beneficial Association is a nonprofit organization, composed of Treasury Department employees, operated to provide group life insurance at a nominal cost. Life insurance up to a maximum of \$3,000 is available at a cost of only \$1 per month per unit of one thousand dollars of insurance. Inquiries with respect to this insurance privilege may be made to Mr. J. F. Moody, extension 628, room 3039, Main Treasury Building.

This association also sponsors an organization which provides hospital, surgical, and health and accident benefits in return for regular monthly payments.

GROUP HOSPITALIZATION, INC.

Group Hospitalization, Inc., is a nonprofit organization whose membership is open to all employees under 65 years of age. The enrollment fee is \$1. Members are provided with semi-private hospital accommodations for themselves and members of their families when needed, up to a total of 21 days a year.

Rates for single persons are \$0.65 per month, for husband and wife \$1.50 per month, for husband, wife, and children \$1.75 per month. Further details, and a descriptive folder, may be obtained from a representative in each bureau, division, or office. New members are enrolled in groups, not individually. The organization of new groups is announced twice a year. Employees receive notification when groups are being organized.

GROUP HEALTH ASSOCIATION, INC.

You are also eligible for membership in Group Health Association, a cooperative organization of Government employees, that

provides its members and their dependents with both medical and hospital care in exchange for regular monthly payments. This enables members to budget medical and hospital expenses so as to avoid large unexpected bills. Information concerning this association and its benefits may be obtained from its clinic at 1328 I Street, NW.

WELFARE LOANS

The Welfare Association of the United States Treasury Department, in which active membership is limited to employees occupying the position of section chief or higher, is organized to promote the health, safety, and general welfare of Treasury Department employees. Money is loaned to deserving employees, without interest, in cases of emergency.

EMPLOYEE UNIONS

Every employee of the Department has the right either to join or to refrain from joining any organization or association of employees. Union membership is entirely voluntary on the part of each employee, and in no way affects his official status as an employee. Three national unions have members among the employees of the Treasury Department: The American Federation of Government Employees, affiliated with the American Federation of Labor; the United Federal Workers of America, affiliated with the Congress of Industrial Organizations; and the National Federation of Federal Employees.

BUREAU ORGANIZATIONS

In addition to the organizations and associations listed above, there is a considerable number of employee organizations whose activities are confined to individual operating bureaus, offices, or divisions of the Department. These employee associations fall into groups with objectives substantially similar to those listed above for the associations which are Department-wide in scope. Further information, concerning employees' activities and opportunities in your own bureau or division, can be obtained from your immediate supervisor.

STATE SOCIETIES

Many of the residents of Washington have formed State societies for the purpose of providing recreational activity and maintaining contacts with people of their home State and communities. Employees may obtain information about these State societies from the offices of their Congressmen.

HEALTH PROGRAM

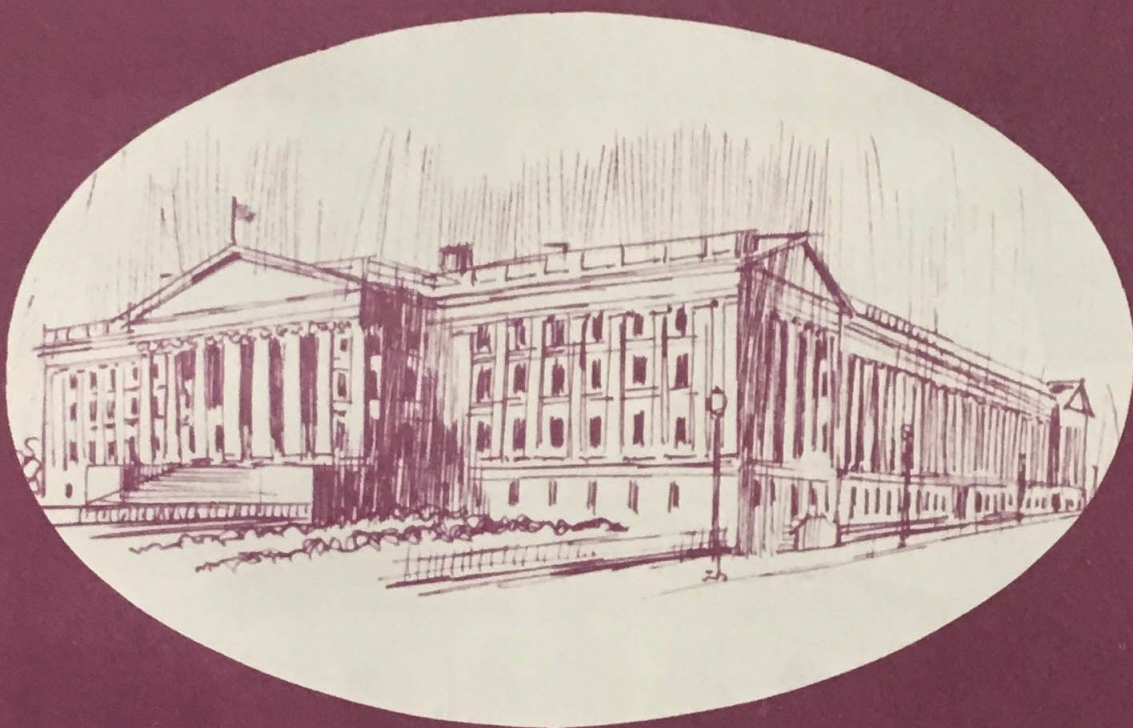
Treatment for illness and injuries occurring during office hours is provided by registered nurses and physicians of the Public Health Service, in the Treasury Department Health Unit, which has quarters in each of the buildings of the Department. If you are injured or feel ill, you should report to the Health Unit in your building at once; even slight scratches and colds should receive prompt attention to prevent serious developments. When an employee is disabled, other employees should call the nurse to administer first aid and to arrange for further care.

The Health Unit renders preventive services, including pre-placement health examinations; the supervision of ventilation and lighting, and the reduction of fatigue-producing factors; control of communicable diseases; and the institution of health education programs. It renders diagnostic and advisory services, referring you to your own physician when appropriate; and also gives treatment for emergency illnesses which arise at work.

EMPLOYEE SUGGESTIONS

If you have an idea that you think will increase general efficiency, speed up or increase the accuracy of work operations, or make for more economy, the Treasury Department wants to know about it. Place your idea in the suggestion box in your office. If there is no suggestion box, write it out and send it directly to the head of your bureau, office, or division.

Every employee's suggestion receives the fullest consideration, and an individual inquiry is made in each case to determine if it is feasible.



**historical
highlights**
of the TREASURY BUILDING
WASHINGTON, D.C.



Drawing of the east side of the first Treasury Building, occupied in 1800 and destroyed by fire in 1814.



The Main Treasury Building

A President's office . . . scene of an inaugural ball . . . shelter for a President in the event of enemy attack . . . refuge for the Cabinet of the United States . . . the fountainhead of United States fiscal and financial policy . . . all are references to the Treasury Building.

The casual tourist sees an imposing monumental structure situated just to the east of the White House covering more than 120,000 square feet of ground. This structure, said to be the finest example of Grecian architecture in Washington, if not in the country, is the third Treasury Building constructed on the same site

Origin of the Treasury Department

Even before the signing of the Declaration of Independence, the Continental Congress provided by resolution on February 17, 1776, "that a committee of five be appointed for superintending the Treasury." During the first session of the Constitutional Congress, a law "to establish the Treasury Department" was enacted on September 2, 1789. This was only 6 months after the Constitution became the basic law of the land on March 4, 1789.

The First Treasury Building

For several years Philadelphia was the temporary capital of the Nation. When plans to move the seat of government to Washington were made, they included recommendations for a Treasury Building. This building, located on the east side of the site of the present building, was completed in 1799 and occupied in 1800 by the 69 employees of Treasury, 7 employees (total employment) of the State Department, and some personnel of the Navy Department.

This first building was partially destroyed by fire in 1801. Repaired, it continued to house Treasury personnel until 1814, when a fire set by the British as a spectacle for an invading army destroyed the building.



Photograph of State Department Building, approximately 1865. The second Treasury Building, erected in 1817 and destroyed by fire in 1833, was almost identical to this State Department Building and was located just south of it on the site of the first Treasury building.

The Second Building

Following withdrawal of the British forces, prompt authority was granted for a new Treasury Building. Once again the Treasury fell victim to a fire when the second structure and most of its contents were destroyed in the early morning of March 31, 1833. A searching investigation authorized by President Jackson led to the arrest of two brothers who were charged with setting the fire to destroy certain papers which would prove fraudulent conduct by persons engaged as Treasury agents. One brother was finally acquitted after four trials because of the statute of limitations, while the other was sentenced to 10 years in prison.

The Present Building

Apparently the next 3 years left the Department without a home of its own, but on July 4, 1836, Congress authorized the construction of a "fireproof building of such dimensions as may be required for the present and future accommodations" of the Treasury Department. Perhaps the building when completed in 1842 was an imposing structure for the time, but it fell far short of providing accommodations for the future. Having cost less than \$700,000, the building, which is now only a part of the east wing, contained 150 rooms.

It was found necessary in a few years to enlarge the building, and Congress in March of 1855 granted authority to extend the building. Construction of what is now the south wing was begun in July 1855 and completed in September of 1861. The Civil War more or less interrupted further construction, but by 1864 the west wing had been carried up to the line of the present north facade.

The Department continued to grow, and the Government building housing the Department of State was removed from the north area of the site to make room for the north wing which was completed in 1869.

Thus, after more than a third of a century, the Treasury Building became the magnificent structure originally intended. But one of the results of its expansion was the violation of the original plan for the city—to leave unobstructed the view from the White House to the Capitol. The building as it is today is estimated to have cost approximately \$8 million.

Because early planning had the entire official city facing the canal which at one time ran through downtown Washington where the mall is now located, the south entrances of both the White House and the Treasury Building are the historical front entrances of the buildings. However, as the city grew, the north entrance of the White House became its front entrance; and many people think of the 15th Street entrance to Treasury as its main entrance, perhaps because it is the easiest to enter, the other three having impressive flights of stone steps.



View of the Treasury Building, approximately 1861, showing part of the old State Department Building on the right and the uncompleted Washington Monument in the background.

The stone used in the south, west, and north wings was quarried on Dix Island, near Rockland, Maine, and transported in sailing vessels. The facades are adorned by monolithic columns of the Ionic order, each 36 feet tall, each costing \$5,000 and weighing 30 tons. There are 34 of these pillars on the 15th Street side of the building, 30 of them forming a colonnade 341 feet long. This colonnade has for many years provided viewing space for inaugural parades and other state functions. There are 18 columns on the west side and ten each on the north and south sides.

A statue of Alexander Hamilton, first Secretary of the Treasury, is located on the south patio of the building, while a statue of Albert Gallatin, fourth Secretary of the Treasury, who served as Secretary for the longest period of time, 1801 to 1814, is located on the north patio. The grounds of the building—rose gardens at the north and south ends and grass, magnolia trees, and other plantings gracing the west side—add much to the beauty of the building.

The interior, although it has been altered many times, reminds one that this is an old building. The deeply worn stone steps leading to all floors show the many years they were used before elevators were installed. Until 1959, even the elevators were nearly collector's items, one having been installed in 1898. Since 1959, all elevators have been replaced by automatic self-operating cars. There are still signs of the early heating devices in the form of fireplaces, some of which can still be used. The building was originally lighted by oil lamps, and the sanitary accommodations were no doubt just as primitive.

The Treasury Building is used primarily for executive offices, the Secretary of the Treasury occupying a suite on the third floor. Despite its size, the Building can today accommodate only about 10 percent of all Treasury personnel located in Washington. Some twenty-plus other buildings house Treasury employees, and it is necessary to rent additional space to meet all needs.

In the basement there are 15 vaults ranging in size from 10 feet by 16 feet to 50 feet by 90 feet. Stored therein are currency, coins, bonds, and securities. At one time most of the Nation's gold and silver bullion was also stored in the vaults, but there are no longer any bulk quantities of bullion located in the Main Treasury Building. The vaults are securely protected by combination and time locks and by an electrical protection system which alerts the captain of the guard, the U.S. Secret Service, and local police headquarters to any attempt to tamper with the locks or otherwise violate the security of the system. Partially because of these vaults the building is protected by the Treasury Security Force, supervised by Secret Service. The basement also houses a pistol range used by Secret Service and other enforcement personnel to maintain marksmanship. The rest of the basement area is used for maintenance equipment and personnel, store rooms, etc.



The present Treasury Building. about the time of its completion in 1869, showing the south and west wings.

The large Cash Room at the north end of the building was used on March 4, 1869, for the inaugural ball for President Grant's first inauguration. The Cash Room, the walls, window frames, and doors of which are of solid marble, is still a magnificent area, two stories high, with an atmosphere of dignity and tradition.

Among the many interesting architectural features of the building are the unique stairways that appear somehow to be suspended in midair. Actually the steps are cut-worked granite and/or marble blocks cantilevered from structural walls, partially supported by the arch action of the steps.

The fifth floor, which was formerly the attic, was renovated for office space in 1910. It is also interesting to note that the name of the building was not made a permanent part of the structure until 1958, more than 100 years after the Treasury was built.

Building Occupants

In addition to the Secretary of the Treasury and his top staff, the Main Treasury Building houses the top officials of the Bureau of the Public Debt, the Office of the Treasurer of the United States, the Comptroller of the Currency, the Bureau of the Mint, and the Office of the Assistant Secretary for International Affairs. Other important activities of the Department, such as Internal Revenue Service, Engraving and Printing, Customs, the Savings Bonds Division, the U.S. Secret Service, and the Bureau of Accounts are housed in nearby buildings.

Among the activities which once were a part of the Treasury Department and are now parts of other organizations are the Postal Service until 1829; the General Land Office (now the Interior Department); some of the activities which later were assigned to the Departments of Commerce and Labor in 1903; some of the major functions now assigned to the General Accounting Office; the Public Health Service of the Department of Health, Education, and Welfare; the Public Buildings Service (formerly the Supervising Architect) and the Federal Supply Service (formerly the Procurement Division) of the General Services Administration; the Bureau of the Budget; the United States Coast Guard (now a part of the Department of Transportation); and the Bureau of Narcotics (now the Bureau of Narcotics and Dangerous Drugs of the Department of Justice).

In this building were developed the ideas for organizations such as the International Monetary Fund and the International Bank for Reconstruction and Development, and more recently the Inter-American Development Bank and the Asian Development Bank. Also in this building plans were made for the lend-lease program of World War II, and for expediting the building of the United States Air Corps as it was in World War II.

Historic and Human Interest Events

The Treasury Department Building has been the locale of a number of interesting events, one of the earliest involving President Jackson who, during the laying of the cornerstone, placed therein a satin-lined case containing a golden lock of the hair of the infant daughter of his confidential adviser and secretary, who was Mrs. Jackson's nephew. This girl, Mary Emily Donelson, was later employed in Treasury. Today the location of that cornerstone is inaccessible because of the extension of the outer limits of the building.

President Andrew Johnson used one of the Treasury offices on the present third floor as his office immediately following the assassination of President Lincoln, to allow Mrs. Lincoln to move from the White House unhurried. A picture of a Cabinet meeting held in that room testifies to this unusual arrangement.

During World War II a tunnel connected the White House to the Treasury. There was in the basement a furnished shelter area for the President of the United States in case he was unable to avoid enemy attack any other way. During this period the basement of the Treasury would also have served as a refuge for the entire Cabinet, had that been necessary.

As recently as the early 1940's some of the offices contained items precious to this country's history—documents such as the Louisiana Purchase, one of George Washington's travel account books, files containing notes from President Lincoln. These have been turned over to the National Archives and other organizations for preservation.

The First Baptist Church of Washington, D.C., held its first meeting in the building, and in recent years has held commemorative meetings on the south steps. These steps were used during the Second World War for massive bond rallies in which entertainment celebrities participated to sell war bonds to finance this Nation's tremendous war effort. They have also been used for inaugurating community chest and other drives.

Conclusion

People who have worked in the Department become personally involved in tradition and in the Treasury building itself. When structural changes are proposed, everyone is interested and opposition sometimes develops. There was even resistance to the proposal that the building be cleaned and bird-proofed to discourage the roosting of pigeons and starlings; but in 1954, objections notwithstanding, the building was both cleaned and wired for electronic repelling of birds. Today, the U.S. Treasury Building is a comfortable air-conditioned building, conforming to all stand-

ards of a healthful working environment, yet reflecting the atmosphere of mellowed dignity which comes with the passing of purposeful years.

An area of special interest in today's building is the Exhibit Hall located on the first floor, with public entrance on East Executive Avenue, N.W., directly across from the White House.

The Exhibition covers the history of the Department with a variety of imaginative exhibits informing visitors of the development of The Department of the Treasury since its inception.

*Office of the Secretary,
Department of the Treasury,
Washington, D.C.*

June 1970.

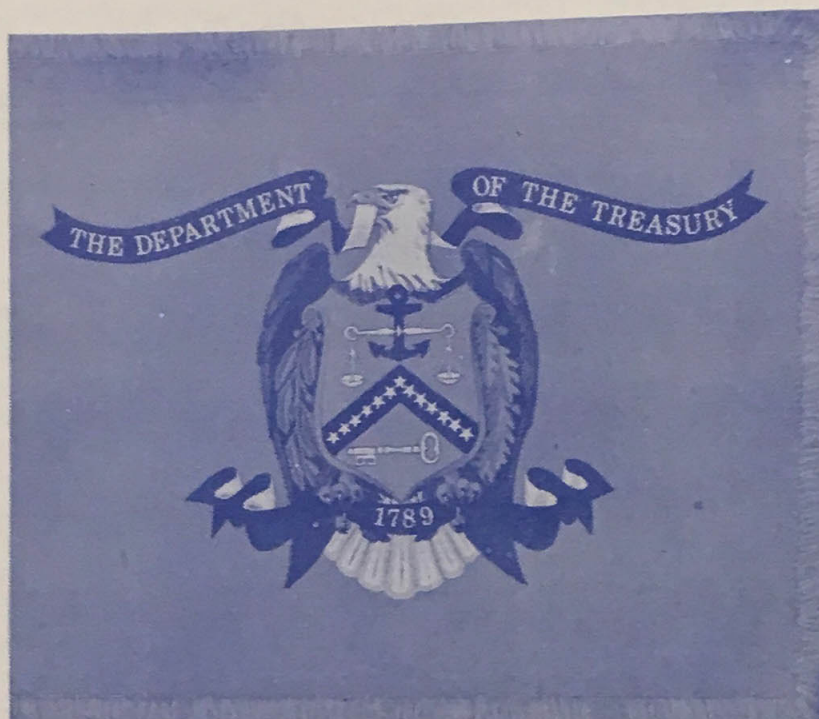




U.S. Treasury Building, Washington, D.C.

THE UNITED STATES TREASURY

THE FLAG OF THE U. S. TREASURY DEPARTMENT



The official Flag of the Department of the Treasury was approved by the Secretary of the Treasury on January 11, 1963, and first displayed on July 1, 1963. (Treasury officials entitled to flags denoting their departmental rank continue to use them.)

The Treasury flag has a background of mintleaf green, upon which there is emblazoned a shield resting upon an eagle, holding in its beak a scroll containing the words "The Department of the Treasury." The obverse side of the scroll is Old Glory blue with white letters. The reverse side of the scroll is white with dark gray. The eagle faces right with its claws holding another scroll containing the numerals "1789" in white. The shield background, flanked by an oak branch on the right and an olive branch on the left, is yellow with brown outlines, and yellow-orange shadows contain on it a chevron of blue crested by 13 white stars. Beneath the chevron appears the traditional Treasury key in white. Above the chevron are balances in white pivoting upon a blue anchor.

TREASURY DEPARTMENT
Office of Information
Washington 25, D.C.
July 1963



THE SECRETARY OF THE TREASURY
WASHINGTON

The Treasury Department touches the life of every citizen of our Country.

The purpose of this booklet is to acquaint you more fully with the Department and its many operations.

While the Treasury's collection of taxes and customs duties, its printing of our currency and coinage of money, are well-known, many other responsibilities of the Treasury are less familiar.

This booklet briefly reviews all of the Treasury's activities. I hope you will find it both informative and interesting, and that it will provide a clearer understanding of the position occupied by the Treasury Department in the Government of the United States.

If you should come to Washington, I hope you will visit the Treasury Department. You will be very welcome.

Sincerely yours,

A handwritten signature in dark ink, reading "Douglas Dillon". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Douglas Dillon

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HISTORICAL HIGHLIGHTS

The Treasury story reaches back into the smoke and fury of early Revolutionary War strife when the Continental Congress in conclave at Philadelphia deliberated the vital and perplexing problem of providing the tendons of war--the funds to carry on the struggle. The Congress had no power to levy and collect taxes; nor was there any tangible basis upon which to seek credit abroad from other nations or from foreign money interests. The delegates voted the expedient but precarious course of creating paper money in the form of bills of credit (promises to pay), pledging for their redemption in coin the faith of the gallant patriots. The people, imbued by the justice of their cause, agreed although they had already experienced bitterly the consequences of depreciated colonial currencies. On July 23, 1775--only a few days after Bunker Hill--"Richard Bache, Stephen Pascall, and Michael Hillegas were appointed to superintend the printing of \$2 million of bills, and 28 citizens of Philadelphia were employed by Congress to sign and number them.

The Second Continental Congress on July 29, 1775 fixed the responsibility for managing the finances of the Revolutionary Government upon two Joint Treasurers when it:

"Resolved, that Michael Hillegas and George Clymer, Esqrs., be and they are hereby appointed joint treasurers of the United Colonies; that the treasurers reside in Philadelphia; that they shall give bond with surety for the faithful performance of their office in the sum of 100,000 dollars; That the provincial assemblies do each chuse a treasurer for their respective colonies; that each colony provide ways and means to sink its proportion of the bills to be emitted (\$3 million) by this Congress, in such manner as may be most effectual and best adapted to the condition, circumstances, and usual mode of levying taxes in such colony."

A census was ordered toward the end of the year (1775) for the purpose of allocating the burden of the public debt among the colonies. Another \$2 million bills of credit were emitted in December.

In the presence of the weak economic structure that necessarily obtained as the several colonies bound by nothing stronger than the silken strand of a great principle continued to engage the well equipped and presumably omnipotent enemy forces, our

wise forebears demanded the most efficient possible handling of the public finances. Accordingly, on February 17, 1776, a committee composed of James Duane, Elbridge Gerry, Richard Smith, Thomas Nelson, and Thomas Willing was designated to superintend the Treasury, examine the accounts, and to report periodically to Congress. At the same time, another \$4 million bills were authorized.

Within two months--on April 1--since, "Nothing (was) of greater consequence than that the public records should be regularly stated and kept and justly liquidated and settled." Congress resolved that a Treasury Office of Accounts be set up under the supervision of the Treasury Committee, that an Auditor General and a competent corps of assistants and clerks be appointed. All accounts and claims against the United Colonies were to be presented at this Office and all contracts, securities, and obligations for the use and benefit of the United Colonies would lodge there. It was further provided that colonial assemblies, conventions, councils, committees of safety, paymasters, and officers of the military would on request of the Committee submit their accounts with vouchers at the Treasury Office together with any other data that would be of assistance to the Office in settling and adjusting most fairly the public accounts.

This was the shape of the internal financial establishment when the new-born republic proclaimed to the world on July 4, 1776 its Declaration of Independence. Endowed then with national status the United States entered the international credit mart as a borrower.

In the autumn of 1776, the Treasury Committee recommended the borrowing of "five hundred thousand dollars for the use of the United States." Congress concurred in the resolution of October 3, and fixed the rate of interest at 4% per annum. The faith of the United States was pledged. Loan offices were established in each state and commissioners appointed to manage them. Individual state commissioners received the monies, reported and paid their receipts to the Treasurer of the United States, reimbursed principal and interest at the

end of three years. Each commissioner retained 1/8% of what he took in to cover transacting the business of his office. A lottery scheme undertaken that November failed.

Throughout the war period, the Congressional Journal is flecked with new committee appointments, recommendations for punishing counterfeiters, methods of protecting valid certificates, orders to remove the Treasury Office to York, Pennsylvania, when the enemy came too close to Philadelphia, plans of reorganization as fiscal functions expanded.

During the entire pre-Constitution period, Michael Hillegas served as Treasurer. George Clymer resigned in August, 1776 to sit in Congress (his name later appears several times as member of the Treasury Committee); no one was named to replace him as Joint Treasurer. Hillegas was appointed Treasurer of the United States on September 6, 1777. Congress, meanwhile, devoted Tuesday, Thursday, and Saturday to Treasury and finance matters.

The Great Seal of the Treasury that still is imprinted upon all United States money and official Treasury documents was devised under the direction of a committee appointed on September 26, 1778. The members were: John Witherspoon, Gouverneur Morris, and Richard Henry Lee. The circular design of the Seal (see back cover) is dominated by a shield upon which appear the scales of justice, a key (emblem of official authority), and thirteen stars for the Original States. The Latin inscription reads "Thesaur. Amer. Septent Sigil." signifying "The Seal of the Treasury of North America."

The reorganization of 1778 called for an Auditor and two Chambers of Accounts to examine and pass upon all accounts and claims against the Government, a Comptroller who kept the Treasury Seal and affixed it to all accounts and vouchers payable to or by the United States, and a Treasurer upon whom the Comptroller drew and who kept all monies and loan office certificates.

In February 1779, the office of the Secretary of the Treasury was instituted

and Robert Troup appointed. However, this office (along with the Comptroller's) was abolished that July when the Board of the Treasury supplanted the Committee of the Treasury and took over the Seal. Other operating areas remained. The Treasury Board comprised five commissioners, two of whom were members of Congress. The non-congressional commissioners were elected annually, the congressional members every six months. The Board was charged with general superintendence of the finances, estimating public expense, maintaining watch on public accounts, seeing the debtors were brought to account and frauds detected.

The Board of the Treasury and the Treasury Office ceased to function in September 1781 when Robert Morris of Pennsylvania took office as Superintendent of Finance. That office had been set up to handle financial matters in February 1781 when Congress moved to place certain executive responsibilities in charge of single department heads. The duties of the office:

"To examine into the state of the public debt, the public expenditures, and the public revenue; to digest and report plans for improving and regulating the finances, and for establishing order and economy in the expenditures of the public money; to direct the execution of all plans which shall be adopted by Congress respecting revenue and expenditures; to superintend and control the settlement of all public accounts; to direct and control all persons employed in procuring supplies for the public service and in the expenditure of the public money; to obtain accounts of all the issues of the specific supplies furnished by the several States; to compel the payment of all monies due the United States, and in his official character (or in such manner as the laws of the respective states shall direct) to prosecute on behalf of the United States for all delinquencies (respecting the public revenues and expenditures); to report to Congress the officers which shall be necessary for assisting him in the various branches of the department."

The officers provided were: a Comptroller, a Treasurer, a Register, and the necessary auditors and clerks.

Robert Morris, signer of the Declaration of Independence, was nicknamed the "Financier" during the war in recognition of his financial prowess, especially his ability to deliver money and food quickly on emergency call from General Washington. Pending the naming of an Agent of the Marine, Mr. Morris managed both the Treasury and the Navy Departments. On

June 17, 1783, the Congressional Journal reads in part as follows:

"...it appears the business of that office (Superintendent of Finance) has been conducted with great ability and assiduity, in a manner highly advantageous to the United States, and in conformity with the system laid down by Congress that since the appointment of the Superintendent of Finance the public accounts of receipts and expenditures have been regularly and punctually kept; that many of the accounts which preceded this institution have already been settled and most of the others put into a train of adjustment."

Morris served until May of 1784 when ill health forced his resignation.

A Board of three commissioners "to superintend the Treasury and manage the finances of the United States which shall be styled the Board of the Treasury" was established following the departure of Mr. Morris. The first members were: John Lewis Gervais, Samuel Osgood, and Walter Livingston. The Board administered Treasury functions until September 2, 1789 when the first session of Congress under the Constitution decreed:

AN ACT TO ESTABLISH THE TREASURY DEPARTMENT

"Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled, that there shall be a Department of the Treasury, in which shall be the following officers, namely: a Secretary of the Treasury, to be deemed head of the Department; a Comptroller, an Auditor, a Treasurer, a Register, and an Assistant to the Secretary, which Assistant shall be appointed by said Secretary."

This Act which remains the Department's operating authority assigns these duties to the Secretary:

1. To digest and prepare plans for the improvement and management of the revenue and for the support of the public credit;
2. To prepare and report estimates of the public revenue, and the public expenditures;
3. To superintend the collection of the revenue;
4. To decide on forms of keeping and stating the accounts and making returns, and to grant under certain established limitations all warrants for monies to be issued

from the Treasury in pursuance of appropriations by law;

5. To execute such services relative to the sale of public lands belonging to the United States as may be by law required of him;
6. To report to either branch of the legislature in person or in writing respecting all matters referred to him by those bodies or which appertain to his office;
7. To perform all services relative to the finances as he shall be directed to perform.

The Comptroller was responsible for superintending the adjustment and preservation of public accounts, examining all accounts settled by the Auditor and certifying the balances to the Register. The Treasurer's duties were to receive and keep the monies of the United States and to disburse them upon warrants drawn by the Secretary, countersigned by the Comptroller, and recorded by the Register. The Auditor would receive all public accounts and certify the balances to the Comptroller. The Register was set up to keep all accounts of receipts and expenditures of the public money and of all debts due to or from the United States.

The Act concludes:

"And be it further enacted, That no person appointed to any office instituted by this Act shall directly or indirectly be concerned or interested in carrying on the business of trade or commerce, or be the owner in whole or in part of any sea vessel, or purchase by himself, or another in trust for him any public lands or other public property; or be concerned in the purchase or disposal of any public securities of any state, or of the United States, or take or apply to his own use, any emolument or gain for negotiating or transacting any business in the said department, other than what shall be allowed by law, and if any person shall offend against any of the prohibitions of this Act, he shall be deemed guilty of a high misdemeanor, and forfeit to the United States the penalty of three thousand dollars, and shall upon conviction be removed from office, and forever thereafter incapable of holding any office under the United States, . . ."

* This is the provision now found in 5 U. S. C. Section 243 under which no person appointed to the office of Secretary of the Treasury or Treasurer of the United States may be concerned in the purchase or disposal of the public securities of any state or of the United States.

President Washington named his former aide-de-camp, Alexander Hamilton, to his Cabinet as Secretary of the Treasury. At the time, Hamilton was a prominent New York lawyer noted for his active participation in the framing of the Constitution. He was 32 years old when he took the oath of office on September 11, 1789.

From the very beginning of his Treasury stewardship, Hamilton applied himself to the careful execution of the duties assigned his office by Congress. He devoted much of his time and attention to organizing, coordinating and expanding the work of the Customs Collectors, to planting the seed of a stable banking system, to providing protection for the currency and the revenue, to fostering the concept of simplified and centralized Government purchasing. The Secretary attended personally to such minute details as devising and passing on official forms. On October 21, 1789 he approached the Collectors of Customs for their ideas on using boats to secure the revenue against contraband. By summer of the following year, Congress authorized a Revenue Marine of 10 cutters, creating thereby the first seagoing branch of the military service which flourishes today as the United States Coast Guard.

Hamilton's first report to Congress is an historic document, manifesting his firm grasp of the importance of sound fiscal underpinning in the development of the new nation's limitless resources. Some excerpts:

"States, like individuals who observe their engagements, are respected and trusted. Every breach of public engagement whether from choice or necessity is hurtful to the public credit."

"Those who are most commonly creditors of a nation are, generally speaking, enlightened men."

"The debt of the United States... was the price of liberty... The faith of America was pledged for it, and with solemnities that give peculiar force to the obligation."

"While the observance of that good faith which is the basis of the public credit is recommended by the strongest inducements of political expediency, it is enforced by consideration of still greater authority, the immutable principles of moral obligation."

A bronze statue of the first Secretary (by James Earle Fraser) stands at the foot of the south steps of the Treasury and bears

on opposite faces of its pedestal these inscriptions:

ALEXANDER HAMILTON
1757 -- 1804

First Secretary of the Treasury

Soldier Orator Statesman

Champion of Constitutional Union

Representative Government and

National Integrity

"He smote the rock of the national resources and abundant streams of revenue gushed forth. He touched the dead corpse of the public credit and it sprang up on its feet."

Daniel Webster

Alexander Hamilton's successors at the Treasury now number over 50. Albert Gallatin, who held the post from May 14, 1801 to February 8, 1814 under Presidents Jefferson and Madison, served the longest individual tenure. Hamilton and Gallatin were the only two Treasury Secretaries not native Americans. Hamilton was born in the West Indies, Gallatin in Switzerland. While no former Treasury head has been elected President, three--Roger B. Taney, Salmon P. Chase, and Fred M. Vinson have become Chief Justices of the United States.

During the early days of the Government under the Constitution, the Treasury was quartered in Philadelphia, the nation's temporary capital. When the seat of Government was removed to Washington, a small structure designed by George Hatfield was provided there for the Treasury. (See inside back cover) The Department occupied this building until the British burned it to the ground together with most of its documents and records in 1814. Another Treasury was erected shortly afterwards that housed the Department until 1833 when it too was destroyed by fire. The construction of the present Treasury headquarters was authorized three years later.

Down through time, the Treasury Department has been a dynamic aspect of the Government's service to the people, part of the moving background before which the nation advanced in strength, power, and

prestige--through the strain and sweat of war, through the cultural, scientific, and economic attainments of peace. The collection and fiscal functions have remained substantially constant although the operations incident thereto have expanded greatly.

The offices provided in the legislation creating the Treasury are still live areas of the Government. The Secretary and the Treasurer retain their original positions. Duties assigned the first Comptroller and Auditor are now vested in the General Accounting Office under the Comptroller General; those charged to the Register are in the Bureau of Accounts. The Assistant to the Secretary provided in the first Treasury Statute was abolished by Act of May 8, 1792. . . ." and instead thereof there be an officer to be designated Commissioner of the Revenue. . . ."

The basic working structure of the Treasury has been sufficiently malleable to meet day-to-day needs of the Government, ever sensitive and alert to changing conditions. Succeeding Congresses and Presidents charged the Treasury with more and more responsibilities, as indicated in the later section covering the individual division functions. Periodic reorganizations and reallocations of authority tightened the over-all establishment in the interest of contemporary efficiency.

Many Federal functions first placed in the Treasury had but little fiscal significance, and some of these later were detached to more appropriate agencies. The Treasury, for instance, supervised the Postal Service until 1829; from 1812 to 1849 the General Land Office (now at the Interior Department) was in the Treasury; operations associated with business were Treasury activities before the Department of Commerce and Labor was instituted in 1903. The collection of fees from masters or owners of sailing vessels for the care and treatment of American seamen, originally assigned to Collectors of Customs, developed into the Marine Hospital Service, parent of the Public Health Service, which eventually took over the enforcement of regulations for the prevention of the introduction and spread of communicable disease, supervision of the National Quarantine Service, and research in public health and hygiene. The Public Health Service became

part of the Federal Security Agency in 1939, and was transferred to the Department of Health, Education, and Welfare in 1953. Almost from the beginning, supervision of the construction of Federal buildings was delegated to the Treasury. These functions vested in the Supervising Architect were removed in 1939 to the Federal Works Agency, and transferred to General Services Administration in 1949.

The Treasury's sphere of action extends beyond the continental limits of the United States. Treasury representatives are on duty at the U.S. embassies in the major world capitals. Special overseas missions are established from time to time to handle specific projects.

The beginning of the International Bank for Reconstruction and Development and the International Monetary Fund grew out of the Treasury's exchange stabilization operations that were started in the '30's. The Secretary of the Treasury was not only Chairman of the United Nations Monetary and Financial Conference (Bretton Woods, N.H., 1944) at which representatives of 44 nations agreed to a working blueprint of economic cooperation to submit to their governments, but also first Chairman of the Boards of Governors of the two world financial institutions. The Bank has authority to make or guarantee loans to member countries for programs of economic development and of economic reconstruction and the reconstruction of monetary systems, including long-term stabilization loans. The Fund is designed to give temporary assistance to member countries in financing deficits in their balance of payments on current account for monetary stabilization operations. In December of 1959, the agreement establishing the Inter-American Development Bank was accepted by 19 Latin American Republics and the United States. Its purpose is to promote the economic development of its member countries, individually and collectively, particularly the countries of Latin America.

Although the Treasury Department, in order to execute its manifold duties, maintains field organizations in all of the states and offices in most of the nation's principal cities, its physical heart is the U.S. Treasury, a five story Greek Revival structure of granite that occupies a double

city block in downtown Washington, immediately east of the White House. The building measuring 260 feet east and west by 466 feet north and south is of hollow rectangular shape bisected by a single corridor across the center from east to west. The north, west, and south facades have lofty porticoes, the pediments of which are supported by 8 monolithic Ionic columns each 36 feet high. The east facade is, for the most part, a colonnade of 30 similar pillars in an unbroken line of 341 feet. Inside, fluted Corinthian pilasters topped by capitals bearing the eagle with lifted wing and the key of the Treasury Seal flank the broad marble corridors; sweeping circular staircases with wrought iron balustrades join the different floor levels.

The view west from the Treasury overlooks the White House with its expansive lawns and colorful shrubbery; to the south are the statue of Alexander Hamilton in the forecourt, the equestrian sculpture of General Sherman in the plaza across Treasury Place, and the shaft of the Washington Monument cutting through the trees of Potomac Park. At the north entrance of the Treasury Building stands a bronze statue of Albert Gallatin, the fourth Secretary of the Treasury.

The position of the Treasury's cornerstone was determined by Andrew Jackson, according to the legend that has been handed down through the years. One morning back in 1836, the President, irked because he thought the committee planning the Treasury was losing too much time in discussion, stalked across from the White House, examined well the proposed site, then drove his cane into the ground near the northeast corner, and said:

"Right here is where I want the cornerstone."

The building was first occupied in 1839, the last addition completed in 1869. The over-all cost is estimated at \$8,000,000.

The Treasury's home has lent itself readily to the innovations that have marked the building construction and improvement industry. For instance, open fireplaces, Franklin stoves, and now the high pressure steam system have served in turn to heat the structure. Several of the fireplaces, one of them in the Secretary's office, are still in use. Today, the U.S. Treasury is a comfortable air conditioned office building conforming to all the standards of a healthful working environment, yet reflecting the atmosphere of mellowed dignity that comes with the passing of purposeful years.

STAFF ORGANIZATIONS

THE SECRETARY OF THE TREASURY

The Secretary of the Treasury is appointed by the President by and with the consent of the Senate, and is the head of the Treasury Department. He has both administrative and policy-determining responsibilities. The bureaus, services, offices and staff organizations of the Treasury all function under his supervision.

He is the chief Government adviser to the President on fiscal affairs. He prescribes public debt management policies and directs the execution of these policies. He exercises authority on many phases of foreign financial policy.

He submits a report to Congress annually on the state of the finances, and supplies such other information as may be required by either branch of Congress pertaining to Treasury operations and records.

The Secretary of the Treasury is United States Governor of the International Bank for Reconstruction and Development, International Monetary Fund and Inter-American Development Bank. He is a member of the Loan Policy Board of the Small Business Administration, Foreign-Trade Zones Board, Joint Committee on Reduction of Non-essential Federal Expenditures, Board of Trustees of the Postal Savings System, Smithsonian Institution, Board of Trustees of the National Gallery of Art, National Park Trust Fund Board, the Foreign Service Buildings Commission and Advisory Commission on Intergovernmental Relations, Federal Council on Aging, and Trade Expansion Act Advisory Committee. The Secretary is usually elected Honorary Treasurer of the American National Red Cross. He is Chairman of Advisory Council on Group Insurance, and of the Atomic Weapons Awards Board.

On the interdepartmental level, the Secretary of the Treasury holds these important offices:

- (1) Chairman of the National Advisory Council on International Monetary and Financial Problems which consists also of the Secretaries of State and of Commerce, the Chairman of the Board of Governors of the Federal Reserve

System, and President of the Export-Import Bank of Washington. The Council was established by Act of Congress to coordinate the policies and operations of the U.S. representatives on the International Bank and Monetary Fund, the Export-Import Bank, and other Government agencies which make or participate in the making of foreign loans or engage in foreign financial exchange or monetary transactions.

- (2) Managing Trustee of the Federal Old-Age and Survivors Insurance Trust Fund which manages the fund from which social security benefits are paid.
- (3) Chairman of the Library of Congress Trust Fund Board, comprising also the Chairman of the Joint Committee on the Library, the Librarian of Congress, and two persons appointed by the President for five-year terms. This Board accepts, holds, and administers gifts, bequests, or devises of property for the Library. Trust funds are receipted for by the Secretary and invested by him as the Board determines.

Less popularly known, yet important activities that have come to the Secretary concern the investment of money accruing to many public trust and other funds; assisting in the financing of various governmental corporations and agencies; custody of certain official bonds; the approval of sureties on official bonds.

The distinguishing flag used by the Secretary of the Treasury has a blue field with the Seal of the Department superimposed upon crossed anchors and surrounded by 13 stars, all of white.

* * * * *

Directly responsible to the Secretary for the supervision of the different operating areas of the Department are the following staff officers who constitute the Secretary's Official Family:

UNDER SECRETARY

Under a provision in the Second Deficiency Appropriation Act of June 16, 1921,

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UNDER SECRETARY

Under a provision in the Second Deficiency Appropriation Act of June 16, 1921,

there was established the office of the Under Secretary of the Treasury. He is appointed by the President, by and with the advice and consent of the Senate. Further legislation dated April 4, 1924, made the post permanent and decreed that the Under Secretary carry out such duties as are assigned him by the Secretary. The Under Secretary has responsibility for general supervision over all the functions of the Department, and for acting for the Secretary in his absence, sickness, or unavailability.

The flag of the Under Secretary bears the same devices as the Secretary's flag, but the seal, anchors, and stars are in white on a red field.

UNDER SECRETARY FOR MONETARY AFFAIRS

The position of Under Secretary for Monetary Affairs was created by an Act of Congress approved July 22, 1954. He is appointed by the President by and with the advice and consent of the Senate. The Under Secretary for Monetary Affairs acts for the Secretary in the absence of the Secretary and the Under Secretary, and performs such assignments as the Secretary directs.

The flag of the Under Secretary for Monetary Affairs is the same as the flag of the Under Secretary.

THE GENERAL COUNSEL

The General Counsel, the chief law officer of the Department, is appointed by the President, by and with the advice and consent of the Senate, pursuant to the Act of Congress approved May 10, 1934 (5 U.S.C. 248a). The General Counsel is responsible to the Secretary for the legal advice upon which he acts and for all legal work in the Department. In carrying out his responsibilities he is assisted by a staff in his immediate office and by the offices of the Chief Counsels in several of the Department's bureaus and offices. The bureaus and offices which have Chief Counsels are Coast Guard, Comptroller of the Currency, Customs, Defense Lending, Foreign Assets Control, Internal Revenue, International Affairs, Narcotics, and Public Debt.

As legal advisor to the Secretary, the activities of the General Counsel and his staff include consideration of legal problems relating to the broad policy aspects of management of the public debt, the administration of the internal revenue laws, international cooperation in the monetary and financial fields, and similar matters with which the Secretary is concerned as chief financial officer of the Government. Other activities embrace legal matters arising in connection with the duties and functions of the operating branches of the Department.

The General Counsel, in certain instances of absence or sickness of other officials, is authorized to act as Secretary.

ASSISTANT SECRETARIES

By Statute of March 3, 1849, two Assistant Secretaries of the Treasury were provided; to be appointed by the President by and with the advice and consent of the Senate, and to execute such assignments as the Secretary or the law would allocate to them. A third Assistant Secretary was provided for by an Act of Congress approved July 22, 1954.

The Assistant Secretaries, in certain instances of absence or sickness of other officials, are authorized to act as Secretary.

The flags of the Assistant Secretaries bear the same devices as the Secretary's flag, but the seal, anchors, and stars are in blue on a white field.

THE FISCAL ASSISTANT SECRETARY

The Fiscal Assistant Secretary is appointed by the Secretary of the Treasury in accordance with Civil Service laws. Plan III of the Reorganization Act of 1939 consolidated into the Fiscal Service, under the direction of the Fiscal Assistant Secretary, the functions of the Treasury Department pertaining to financing and fiscal activities.

The Fiscal Assistant Secretary is responsible for (1) administration of Treasury financing operations; (2) the supervision of the functions and activities of the three

bureaus comprising the Fiscal Service, namely, the Bureau of Accounts, the Bureau of the Public Debt, and the Office of the Treasurer of the United States; and (3) directing the Department's participation in the Joint Financial Management Improvement Program for current and long-range improvement of accounting in the entire Federal Service.

Included among the duties of the Fiscal Assistant Secretary are acting in a liaison capacity between the Secretary and other agencies of the Government with respect to their financial operations; directing the performance of the fiscal agency functions of the Federal Reserve Banks; exercising supervision over the current cash position of the Treasury; preparing calls for withdrawal of funds from special depositaries to meet current expenditures; directing the transfer of Government funds between Federal Reserve Banks, and supervising the Office of Defense Lending.

ADMINISTRATIVE ASSISTANT SECRETARY

The career position of Administrative Assistant Secretary was created under Reorganization Plan 26 of 1950, dated July 31, 1950. Its predecessor position was titled Administrative Assistant to the Secretary and had existed since 1933 with many of the same duties. The Administrative Assistant Secretary is appointed by the Secretary of the Treasury, with the approval of the President, under the classified Civil Service, and exercises supervision over all matters of administration within the Department. Offices under the direction of the Administrative Assistant Secretary are the following:

Office of Administrative Services--which, in addition to providing general administrative services, is responsible for the management of Departmental safety, printing, and property programs, coordination of space utilization by Treasury organizations, and the operation and maintenance of the Main Treasury and Annex Buildings.

Office of Budget and Finance--which has responsibility for: (1) the preparation, presentation, and justification of estimates of appropriations necessary for the Department's operations; (2) accounting policies

and systems development work; and (3) fiscal management.

Office of Management and Organization--which provides central leadership coordination, guidance, and appraisals for the following departmental programs: management improvement; emergency planning; internal auditing; long-range planning; and gives staff advice and assistance to officials on matters of administration.

Office of Personnel--which is charged with the supervision of the personnel management and incentive awards programs of the Department; and

Office of Security--which is charged with the supervision of the Department's personnel and physical security programs.

ASSISTANTS AND SPECIAL ASSISTANTS TO THE SECRETARY

A varying number of Assistants and Special Assistants to the Secretary with specific responsibilities are appointed by the Secretary of the Treasury from time to time to meet specific needs of the Department.

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SPECIAL STAFFS

Also in the Office of the Secretary and working closely with the above titled officials are members of the following special staffs:

Office of Defense Lending--This Office performs the defense lending functions of the Secretary of the Treasury under Section 320 of the Defense Production Act of 1950, as amended, and under Section 409 of the Federal Civil Defense Act of 1950. It also performs functions relating to the liquidation of certain assets of the former Reconstruction Finance Corporation.

Office of Debt Analysis--This Office provides technical assistance and data on matters relating to Treasury financing, public debt management, and various general economic problems arising in connection with Treasury activities. Analyses are made on such matters as: The probable fiscal position of the Treasury (both for the immediate period ahead and for the longer

run), with particular reference to Federal borrowing needs; the ownership structure of the public debt; the investment position and needs of the various investor classes; terms and conditions required of new security issues in order to effect successful refunding and new borrowing operations; the impact on financial markets and on the economy generally of (1) Treasury financing programs already in existence, and (2) various alternatives as to proposed financing measures; and current trends and interrelationships in investment and capital markets and in the interest rate structure, both public and private. The Office of Debt Analysis also prepares analyses relating to the general economic outlook as it pertains specifically to Treasury fiscal planning. This involves current appraisal of business trends and the preparation of projections of national income and associated factors which are relevant to (1) estimating revenues of the Federal Government, (2) tax planning, and (3) analyses of sources of funds for Federal borrowing.

Office of Financial Analysis.--The Office of Financial Analysis provides analyses of a wide variety of economic problems, advising and assisting in the formulation of the basic economic and financial programs and policies of the Department and supporting the further responsibilities of the Secretary with respect to the formulation of Government economic policies as a whole. The Office has special responsibility for undertaking longer range research projects, either alone or in cooperation with other offices of the Department or consultants, on basic economic and financial problems of continuous or recurrent interest to the Department, as well as for review and analysis of current developments in the economy. It is concerned with both domestic and international economic problems, including trends in national production and prices, the functioning of domestic financial markets, the balance of payments, and the domestic and international monetary structure, emphasizing particularly those problems and areas with implications cutting across several specific areas of Treasury responsibility.

Office of International Affairs.--This Office was established by order of the Secretary October 15, 1962, to take over the functions of the former Office of Inter-

national Finance, which had been in existence since July 15, 1947, and had, at that time, absorbed the functions of the former Division of Monetary Research in the Office of the Secretary and of Foreign Funds Control. Upon the establishment of the Office of International Affairs, the Foreign Assets Control became a separate administrative unit.

The Office of International Affairs reports to the Secretary of the Treasury through the Assistant Secretary (International Affairs). The Office consists of six constituent offices (Office of Balance of Payments, Office of Financial Policy Coordination, Office of International Economic Activities, Office of Industrial Nations, Office of Developing Nations and Office of Latin America), with appropriate supporting staff and overseas personnel.

The Office of International Affairs is responsible for advising and assisting the Secretary of the Treasury and other senior departmental officials in the formulation and execution of policies and programs relating to the responsibilities of the Treasury Department in the international economic, financial and monetary field. These responsibilities include the Treasury's activities in such matters as the balance of payments and gold outflow problems of the United States, international monetary and foreign exchange problems and agreements, the Bretton Woods Agreements Act and the operations of the International Monetary Fund and the International Bank for Reconstruction and Development and its affiliates, the Inter-American Development Bank, foreign lending and assistance programs, the Anglo-American financial agreement, the Exchange Stabilization Fund, and the activities of the National Advisory Council on International Monetary and Financial Problems.

The Office makes continuing studies of the flow of capital funds into and out of the United States and of the international accounts of foreign countries with special attention to transactions in gold and dollars. In carrying out its functions, the Office also studies the legislation and policy of foreign countries relating to finance, gold and foreign exchange, exchange rates and exchange controls and other relevant matters.

The Office advises the Secretary on international financial aspects of matters arising in connection with the Tariff Act and other legislation administered by the Treasury Department, as well as on such aspects of matters arising under legislation administered by other departments and agencies. Through the National Advisory Council, the Office assists in the coordination of the activities of U.S. representatives in international financial and lending institutions with the operations of U.S. Government financial institutions and with the broad financial policies of the Government. The Office acts for the Treasury on the financial aspects of international treaties, agreements, and organizations in which the U.S. participates. It also participates in negotiations with foreign governments regarding matters included within its responsibilities.

The Office of International Affairs advises Treasury officials and other departments and agencies of the Government concerning exchange rates and other financial problems encountered in operations involving foreign currencies. In particular, it advises the State Department and the Department of Defense in financial matters related to their normal operations in foreign countries and the special financial problems arising from defense preparations and military operations. The Treasury representatives in foreign countries act as financial advisers to the diplomatic missions.

The Office of Foreign Assets Control.-- This Office administers the blocking controls imposed by the Secretary of the Treasury on December 17, 1950, with respect to property in the United States of Communist China and North Korea and their nationals. The blocking regulations forbid all transactions involving bank accounts and other assets located in the United States belonging to these countries and their nationals and also prohibit all trade or other financial transactions with them, unless Treasury approval is obtained. The purpose of these controls is to prevent financial transactions with these areas which would be inimical to the interests of the United States.

The Cuban Import Regulations also administered by this Office govern imports into the United States of goods of Cuban

origin, goods containing Cuban components and goods from or through Cuba. The Office also has responsibility for the regulations which prohibit persons in the United States from purchasing, selling or arranging the purchase or sale of strategic commodities outside the United States for ultimate shipment to the Soviet bloc. These regulations supplement the export control laws of the Department of Commerce.

In carrying out the above program, general licenses are employed to authorize types of transactions which are unobjectionable. Otherwise, specific licenses are required. Applications for such licenses are filed with the Federal Reserve Bank of New York and require action by the Treasury Department except in the classes of cases where the Bank, acting as agent for the Treasury, is authorized to take final licensing action.

Office of International Tax Affairs.-- This Office is responsible for the analytical activities relating to international tax matters and for the negotiation of international tax agreements. Within prescribed policy limits, the Office, in association with representatives of the State Department, conducts the negotiation of tax treaties with other countries to mitigate the effect of double taxation and other obstacles to trade and investment. It reviews the income tax regulations as they affect non-resident citizens, aliens, and international transactions, and provides technical assistance to other agencies in connection with tax matters arising at international conferences.

Office of Tax Analysis.-- This Office prepares analyses of proposed tax legislation, assembles statistical and analytical materials for use in the formulation of tax programs, and studies the effects of alternative programs or measures in the light of economic and budgetary requirements. Consideration is given to all aspects of the Federal tax system, including the corporation taxes, the individual income taxes, excise taxes, estate and gift taxes, social security taxes, taxation of foreign income, matters affecting international investment and trade, and Federal-State-local fiscal relations. The Office prepares analytical reports on economic problems in these fields for use by Treasury officials in supplying information requested by the

President, the Committee on Ways and Means, the Finance Committee, the Joint Committee on Internal Revenue Taxation, individual members of Congress, other Government agencies, and the public. The Office of Tax Analysis also prepares the official estimates of Government receipts for incorporation in the President's annual budget message and in intervening budget revisions, and estimates of the revenue effects of proposed and pending tax legislation.

Office of Tax Legislative Counsel.--This Office analyzes and prepares reports on the legal aspects of proposed tax legislation and regulations. It also participates with Congressional staff members in the presentation to Congressional Committees of

tax proposals and the drafting of legislative decisions of such Committees.

Office of Domestic Gold and Silver Operations.--This Office was established October 9, 1961, by Treasury Department Order 193. It administers the Gold and Silver Regulations; assists in the formulation of policy regarding the domestic control of the monetary metals; issues Treasury licenses for the acquisition, possession, ownership and use of gold for industrial, professional, and artistic purposes and makes or causes to be made investigations pertaining to gold and to the gold regulations; advises on matters in connection with the domestic control of gold and silver and the effect of domestic and foreign economic and policy developments as they affect the monetary metals.

OPERATING BUREAUS AND OFFICES

BUREAU OF ACCOUNTS

The Act creating the Treasury Department provided for a system of receiving and paying out public money, together with the maintenance of accounts relating to receipts and expenditures. The accounting function, including the recording of warrants issued by the Secretary, was originally assigned to the Register. An Act of July 31, 1894, assigned these functions, together with the function of preparing an annual report to the Congress of the receipts of the Government and the expenditures under each separate head of appropriation, to a separate division. In 1920, the office of the Commissioner of Accounts and Deposits was created and assigned responsibility over these activities as well as those of the Division of Deposits which had been created in 1875 (as the Division of Public Moneys) to supervise the deposit of public funds. When the Division of Disbursement was created in 1933 to perform disbursing functions transferred from the various departments and agencies to the Treasury Department, it was placed under the supervision of the Commissioner of Accounts and Deposits.

The Bureau of Accounts replaced the Office of the Commissioner of Accounts and Deposits and became part of the Fiscal Service of the Treasury under the President's Reorganization Plan III effective June 30, 1940. The Commissioner of Accounts, appointed by the Secretary in accordance with Civil Service regulations, superseded the Commissioner of Accounts and Deposits.

Under the provisions of Section 114 of the Budget and Accounting Procedures Act of 1950, the Congress placed on the Secretary of the Treasury the responsibility for central financial reporting and central accounting. On January 4, 1953, under the authority of Reorganization Plan No. 26, the Secretary of the Treasury, by Treasury Department Order No. 164, established the Division of Central Accounts and the Division of Central Reports in the Bureau of Accounts. The Division of Central Accounts, in addition to performing the central accounting functions called for by the Act,

performs the accounting functions of the Division of Disbursement. The Division of Central Reports performs the central reporting function, which includes preparation of "the Annual Report of the Secretary of the Treasury on the State of the Finances"; the "Monthly Statement of Receipts and Expenditures of the United States Government showing the budget surplus or deficit" and other reports on the results of the financial operations of the Government for the information of the President, the Congress and the public.

In addition to the functions referred to above, the Bureau of Accounts participates on behalf of the Treasury Department in the joint program of the Comptroller General, the Secretary of the Treasury, and the Director of the Bureau of the Budget relating to the improvement of accounting and financial reporting on a Government-wide basis under Section 111 of the Budget and Accounting Procedures Act of 1950; handles the investment accounts of the Government; makes payments as authorized on awards on claims of American nationals against foreign governments; administers matters relating to the deposit of withheld taxes; handles claims on account of losses in shipment of valuables under the Government Losses in Shipment Act and supervises matters relating to the Government's requirements with respect to fidelity and surety bonds.

Among the miscellaneous functions of the Bureau are the liquidation of fiscal affairs of certain agencies such as the Philippine War Damage Commission and the Economic Stabilization Agency, and accounting and billing for amounts due the United States on account of loans and other aid furnished foreign governments.

OFFICE OF THE COMPTROLLER OF THE CURRENCY

The Office of the Comptroller of the Currency was created by an Act of Congress approved February 25, 1863 (12 Stat. 665), as an integral part of the National Banking System. The Act of June 3, 1864, strengthened the powers of the Comptroller and

the National Banking System. The Comptroller, among other powers vested in him by law, supervised the issue and redemption of bank notes issued by national banks to circulate as currency. The issuance of national bank currency, which was secured by bonds of the United States, started in 1863 and ended in 1935.

The most important functions today of the Comptroller of the Currency relate to the organization and chartering, the examination, and the liquidation of national banks, and the fiduciary capacities of national banks. His approval is required by law in connection with the organization of new national banks, the conversion of state-chartered banks into national banks, and consolidations or mergers of national banks with national banks or of state banks with national banks where the continuing institution is a national bank. The establishment of branches by national banks also requires approval by the Comptroller. The Comptroller's approval is required for a national bank to act in a fiduciary capacity. The Comptroller also supervises bank and trust companies in the District of Columbia.

The Office exercises general supervision over the operations of national banks. Each national bank is required to publish and file reports of condition not less than four times a year. National bank examiners under the direction of the Comptroller examine each national bank at least three times each two years. Such examinations are for the purpose of determining the financial condition of national banks, the soundness of their operations, and their compliance with the requirements of the National Bank Act and other applicable statutes.

In case of deliberate violation of law by a national bank, suit may be brought in the name of the Comptroller for the forfeiture of the bank's charter. If it appears to the Comptroller that a national bank is in an insolvent condition, he is empowered to appoint a receiver, which must be the Federal Deposit Insurance Corporation, to take over its affairs.

In accordance with statutory direction, the Comptroller of the Currency promulgates regulations governing the operations of national banks in several important fields of activity. The Office assists national

banks in the interpretation of governing laws and regulations, and publishes opinions for their guidance. The Office also publishes authoritative compilations of banking statistics, particularly in connection with the Comptroller's annual report to Congress. It publishes, too, a journal of banking and economic research. In addition, the Office publishes a weekly bulletin to announce the receipt of and action taken on applications for charters, branches, mergers, and other information of interest to the banking community.

The Office participates in the issue, custody, and redemption of Federal Reserve notes. Although national bank notes are no longer issued, the Office is responsible for the receipt, verification, and certification for destruction of all national bank notes as they are retired from circulation.

The Comptroller of the Currency is appointed by the President, by and with the advice and consent of the Senate. He also is an ex officio member of the Board of Directors of the Federal Deposit Insurance Corporation. The Comptroller is required by law to report directly to Congress annually. All employees of the Comptroller's Office are paid from assessments against national banks. The Comptroller's organization consists of the headquarters in Washington, D. C., and fourteen regional offices.

BUREAU OF CUSTOMS

During the Revolutionary War, the colonies executed customs functions in all parts not occupied by the British. Under the Articles of Confederation, the levying of duties and the control of shipping were continued by the several states insofar as the imposts did not disturb the terms of treaties entered into by Congress with the Courts of France and Spain. The Constitution provided the foundation for our current customs structure in those sections dealing with the raising of revenue and the regulation of commerce. States were forbidden to tax imports, exports, and tonnage without the consent of Congress. The first Tariff Act was passed on July 4, 1789. A lengthy Act dated July 31 of that year established customs districts, ports of entry, appropriate operating officers, and methods of

collecting duties. When Congress instituted the Treasury Department on September 2, 1789, the Customs Service was folded in automatically. The Bureau of Customs now operating was created by the Act approved March 3, 1927.

The Bureau of Customs under its Commissioner administers the powers and duties vested in the Secretary of the Treasury pertaining to the importation and entry of merchandise and baggage into the United States; the collection of duties and taxes due thereon including countervailing duties to offset foreign subsidies and anti-dumping duties to offset price competition; the prevention of smuggling including such contraband as narcotics; and the regulation of certain marine activities. Principal functions performed by the Bureau through its world-wide field service and headquarters in Washington, D. C., govern: the entry, clearance, and the unloading of vessels, aircraft, and vehicles from foreign countries or from non-contiguous territories and possessions; enforcement of customs laws at the international borders and inspecting international traffic by railway, highway, and air; the exclusion from entry of prohibited articles and merchandise in excess of established quotas; the allowance of drawback due upon exportation of articles manufactured or produced from duty-paid or tax-paid imports; the customs treatment of merchandise in Foreign Trade Zones; the registration, enrollment, and licensing of vessels of the United States engaged in foreign and domestic commerce; the admeasurement of vessels; the collection of tonnage taxes on vessels engaged in foreign commerce; the control of customs warehousing of imported merchandise; anti-smuggling preventives involving contraband merchandise and the release of prohibited articles; the prevention and detection of frauds on the customs revenue; the review of protests against payment of duties; and the apprehension of violators of the customs laws.

In connection with the export control program, the Bureau of Customs is responsible for the inspection of all export declarations and licenses to insure compliance with the licensing provisions of the State Department, the Atomic Energy Commission, and the Bureau of Foreign Commerce, Department of Commerce. The regulations

were designed to prevent the exportation of controlled materials except under proper license or permit. When deemed necessary, customs officers make actual examinations of articles earmarked for export. As agents for the Bureau of Foreign Commerce, customs field units investigate violations of the Export Control Act, suspected irregular exports, also individuals, firms, and corporations conducting business relating to the export of merchandise. These functions grew from certain wartime security measures under which the Bureau cooperated also with the Foreign Economic Administration. Another customs operation during the last war was the censorship of all communications carried outside the regular mails. Letters, documents, films, phonographic recordings, and any material capable of transmitting a communication into or out of the country came under Customs scrutiny.

The Customs Bureau assists the State Department in the supervision and control of the departure from the United States of persons whose exit would be prejudicial to the best interests of the United States, and during periods of war examines at sea-ports and air terminals the passports of American citizens leaving for certain countries.

By direction of the Secretary of the Treasury, the Bureau of Customs cooperates with the Treasury's Foreign Assets Control to assure that no imports of goods originating in Communist China or North Korea are received in this country.

The persons and baggage of suspects entering or leaving the United States are searched to prevent the importation or exportation of gold in violation of the Gold Reserve Act of January 30, 1934.

The Bureau of Customs polices on the international borders the laws and regulations administered by the State Department governing the importation and exportation of arms, ammunition, and implements of war.

The Commissioner of Customs, appointed by the Secretary of the Treasury, is in charge of the Bureau of Customs.

BUREAU OF ENGRAVING AND PRINTING

The Bureau of Engraving and Printing designs, engraves and prints for the Government currency, bonds, notes, bills, and certificates; Federal Reserve notes; Federal Farm Loan and Federal Mortgage bonds; and revenue, customs, postage and savings stamps. In addition to the work that is plate printed from engraved plates, many items such as liquor stamps are produced on surface printing presses. The Bureau also performs similar functions for the insular possessions of the United States and the Canal Zone.

The existence of the Bureau dates back to August 29, 1862, when a force of two men and four women working in a single room of the attic of the main Treasury building began to overprint the Treasury seal and signatures of the Register of the Treasury and the Treasurer of the United States on \$1 and \$2 notes which had been printed by private bank note companies under contract with the Government. An Act of July 11 of that year authorizing a new issue of currency empowered the Secretary of the Treasury to have the notes or any part thereof engraved and printed at the Treasury Department in Washington, to purchase machinery and materials and to employ such personnel as was necessary for this purpose. The following November the engraving of plates for printing currency was commenced and as the years progressed the functions performed by private contractors were gradually absorbed until the printing of all public debt securities was centralized in the Bureau, under the authority granted in the Act of March 3, 1877. This Act provided that the work of engraving and printing notes, bonds and other securities should be performed at the Treasury Department, provided it could be done there as cheaply, as perfectly, and as safely. Certain operations in connection with the printing of revenue stamps were performed in the Bureau as early as 1871. The complete printing of this work was taken over in 1876 and that of postage stamps in 1894.

The Bureau operates under a Director who is appointed by the Secretary of the Treasury. The plant and main offices of the Bureau are in Washington. A field unit is

located at the plant of the paper contractor to maintain control and take custody of all distinctive paper manufactured for the Bureau.

On August 4, 1950, Public Law 656 was passed by the 81st Congress, which authorized the working capital fund method of financing the operations of the Bureau, placing all operations on a completely reimbursable basis, and providing for business-type accounting and budgeting procedures. The effective date of the law was July 1, 1951, and on that date the Bureau's accounting and budgeting procedures were operating fully under the new system.

INTERNAL REVENUE SERVICE

The Internal Revenue Service is responsible for the determination, assessment, and collection of all internal revenue and other miscellaneous taxes and for the enforcement of the internal revenue laws. The Internal Revenue Service created by Act of July 1, 1862, also provided for a Commissioner of Internal Revenue appointed by the President with the consent of the Senate.

The Office of the Commissioner of Internal Revenue was created by Congress during the Civil War, but internal taxes were levied by Congress and collected by the Treasury Department during two earlier periods, 1791-1802 and 1813-1817. The first internal taxes imposed in 1791 applied to distilled spirits and horse-drawn carriages. Later, such items as refined sugar, property sold at auction, and real property were added. Following the War of 1812, revenue was also obtained from sales taxes on watches, gold and silver ware, and jewelry. These taxes were collected by "collectors of internal duties" under the supervision of the Secretary of the Treasury and a Commissioner of Revenue.

The Secretary recommended the establishment of a permanent internal revenue system in 1815, but in 1817 customs receipts from imported goods were so high that Congress abolished all internal taxes. In 1861, a series of sweeping revenue laws was passed including our first income tax. On July 1, 1862, the Office of the Commissioner of Internal Revenue was created and

The Bureau of Narcotics under the Commissioner of Narcotics controls the importation of crude opium and coca leaves, the manufacture of narcotic drugs, and the exportation and domestic distribution of narcotic drugs and marihuana. The Bureau is charged with investigation, detection, and prevention of violations of the Federal Narcotic and Marihuana Laws, including the Opium Poppy Control Act of 1942; seizes and effects forfeitures of vessels, vehicles and aircraft used to transport or conceal contraband narcotics and marihuana; issues permits to import crude drugs and to export drugs and preparations manufactured therefrom under the laws and regulations; determines, and accordingly limits, the quantities of narcotic drugs to be manufactured in the United States for medical and scientific purposes pursuant to the Limitation Convention of 1931 and the 1948 Protocol. The Bureau has authority to issue licenses for production of poppies and the manufacture of opium products therefrom under the Opium Poppy Control Act of 1942 if and when such production and manufacture shall become necessary to supply medical and scientific needs for opium products. In cooperation with the Public Health Service, the Bureau of Narcotics determines the quantities of crude opium and coca leaves to be imported into the United States for medical and scientific purposes. The Bureau cooperates with the State Department in the discharge of international obligations of the United States pertaining to the traffic in narcotic drugs and with the several States in the suppression of the abuse of narcotic drugs and marihuana in their respective jurisdictions.

An annual report is made to Congress which also serves as the special report which the Bureau is requested to prepare on behalf of the Government for transmittal through the State Department to the nations signatory to the International Drug Conventions of 1912 and 1931.

The Commissioner of Narcotics is appointed by the President by and with the advice and consent of the Senate. He is also the United States Representative on the United Nations Commission on Narcotic Drugs.

BUREAU OF THE PUBLIC DEBT

To administer the public debt of the United States the Congress provided, in the Act of August 4, 1790, for a Loan Commissioner in each of the States; the Act of March 3, 1817, transferred the duties of the Loan Commissioners to the Bank of the United States (second); and the Act of April 11, 1836, transferred such duties to the Secretary of the Treasury, at which time the interest-bearing debt had all been discharged. By the Act of July 17, 1861, Congress for the first time vested authority in the Secretary of the Treasury for the issue of United States securities. The Division of Loans was thereupon established in the Secretary's Office. This division was made statutory by the Act of March 3, 1875, and the next year consolidated with the Division of Currency. Public debt functions were handled largely through the Division of Loans and Currency and the Office of the Register of the Treasury. A Commissioner of the Public Debt was appointed by the Secretary of the Treasury in November 1919, and, under the general direction of the Fiscal Assistant Secretary, placed in administrative supervision of the Division of Loans and Currency and the Office of the Register of the Treasury. A Division of Public Debt Accounts and Audit was established by order of the Secretary in January 1920, and also placed under the supervision of the Commissioner of the Public Debt. Other offices placed under the supervision of the Commissioner of the Public Debt included the Division of Paper Custody and the Destruction Committee. The Congress formally recognized the Public Debt Service in June 1921. In accordance with Reorganization Plan III, the Public Debt Service was redesignated the Bureau of the Public Debt to which the Division of Savings Bonds was added, and the Bureau was made a part of the Fiscal Service of the Treasury Department, effective June 30, 1940. The Commissioner of the Public Debt is appointed by the Secretary of the Treasury in accordance with Civil Service regulations.

The Bureau of the Public Debt now consists of the Office of the Commissioner in Washington, with three major divisions, namely, the Division of Loans and Currency, the Division of Public Debt Accounts and

Audit, and the Division of Retired Securities and three field offices located at Chicago, Illinois; Cincinnati, Ohio; and Parkersburg, West Virginia.

The Bureau of the Public Debt is the branch of the Fiscal Service generally charged with the administration of the debt. Its functions extend to the conduct or direction of transactions in the security issues of the United States, and those of the former governments of Puerto Rico and the Philippine Islands and of the Government-owned corporations for which the Treasury acts as agent. In its administration of the public debt, the Bureau prepares the offering circulars and instructions relating to each offering of public debt securities, and directs the handling of subscriptions and making of allotments; prepares regulations governing public debt securities and supervises all transactions therein; supervises the activities relating to public debt matters of fiscal agents, and agencies authorized to issue and pay savings bonds; requisitions the printing of all public debt securities, supplies issuing agents with securities, and maintains reserve stocks; maintains the control accounts covering all public debt issues; audits retired securities; maintains individual accounts with owners of registered securities and authorizes the issuance of checks for interest thereon; and handles claims on account of lost, stolen, destroyed, mutilated or defaced securities.

OFFICE OF THE TREASURER OF THE UNITED STATES

While a Treasurer of the United States was formally appointed on September 6, 1777, it was not until September 2, 1789, that the first session of Congress under the Constitution established the Treasury Department and created the Office of the Treasurer of the United States "to receive and keep all moneys of the United States". As the Department grew, the Treasurer's operations expanded, although the basic functions remained substantially the same. The President's Reorganization Plan III, effective June 30, 1940, placed the Office of the Treasurer in the Fiscal Service of the Treasury Department.

The Treasurer is the official custodian of most of the public funds and is responsi-

ble for the operation of the Office of the Treasurer which is essentially the banking facility for the Government. The Treasurer receives and disburses the public moneys; maintains related accounts; prepares the Daily Statement of the United States Treasury and the monthly Circulation Statement of United States Money; procures, issues, and redeems United States paper currency; audits redeemed Federal Reserve currency; examines and determines the value of mutilated currency; furnishes checking account facilities for disbursing agencies of the Government; pays Government checks and associates the payments against reports of issues; processes claims for the proceeds of forged Government checks, recovers the funds, and settles with the proper payees; handles claims relating to lost, stolen, or destroyed checks and authorizes substitutes to be issued in lieu thereof; and examines and redeems public debt securities presented for redemption and retirement.

The Treasurer of the United States is appointed by the President with the consent of the Senate. The incumbent of this office is also Treasurer of the Board of Trustees of the Postal Savings System, custodian of bonds held to secure certain public deposits in national banks and bonds held to secure postal savings in banks, and custodian of miscellaneous securities and trust funds.

THE U. S. COAST GUARD

One of our country's five armed services, the United States Coast Guard is also our country's chief agency for promoting maritime safety and marine law enforcement. In peacetime, it functions under the Treasury Department. In time of war, or on direction of the President, it becomes part of the Navy. Nevertheless both in peace and war it remains an armed force at all times.

The Coast Guard is our oldest, continuous, seagoing armed service, dating from August 4, 1790, when the First Congress, at the urging of Alexander Hamilton, authorized the construction of a Revenue Marine, consisting of ten cutters. Since then, its duties have expanded consistently, until today they cover a large part of the world's surface.

Known as the Revenue Cutter Service in the late 19th century, the Coast Guard received its present name in January, 1915, when the Revenue Cutter Service and the Lighthouse Service were merged into a single organization. The Lighthouse Service was added in 1939, and in 1944 the Bureau of Marine Inspection and Navigation was transferred from the Department of Commerce to the Coast Guard. The transfer was made permanent in 1946.

During the '20's and '30's an aviation program was developed to aid anti-smuggling enforcement and to hasten assistance at sea. Today, in addition, Coast Guard helicopters figure importantly in reaching persons marooned in heretofore inaccessible spots. In cooperation with the Weather Bureau, cutters are stationed far at sea on transoceanic air routes to provide weather observation service and otherwise add to the security of air and surface commerce over the oceans.

The Coast Guard has taken part in all our Nation's major wars. In World War II the Coast Guard participated in all combat landings. It also managed and manned transports and landing craft for invasions, antisubmarine patrol vessels, freight supply ships operated for the Army, air-sea rescue, port security and beach patrol establishments. A women's reserve popularly called the SPARS performed office functions, releasing thereby officers and men for combat duty. The Coast Guard is credited with the first naval capture of World War II and was the first of the armed forces to complete demobilization.

Current Coast Guard functions are summarized as follows: the U. S. Port Security program (reactivated in 1950); promotion of safety on the high seas and navigable waters of the United States; maintaining and operating aids to navigation such as lightships, lighthouses, buoys, Loran (long range electronic navigational aid system permitting ships at sea to determine positions accurately), the removal or destruction of derelicts, wrecks, and other dangers to navigation; maintenance and operation of International Ice Patrol, the investigation of marine disasters; inspection of merchant vessels and their equipment and the licensing and certification of merchant marine

officers and crews; enforcement of Federal laws on the high seas and navigable waters of the U. S.; cooperation with customs officers, immigration inspectors, and quarantine officers; flood relief in the Ohio and Mississippi River valleys; all Federal work in the State of Alaska requiring the use of government vessels, including transportation of the United States Court, other Government officials, and mails where commercial facilities are not available or suitable, and a major search and rescue program.

The Coast Guard is responsible for the promotion of small boating safety on the navigable waters of the United States by direction of the Federal Boating Act of 1958, which also provides for coordination and cooperation with the States in the interest of uniformity of boating laws.

The Coast Guard Auxiliary, an organization of 21,000 boat and yacht owners, supports the Coast Guard by promoting safety procedure among boating enthusiasts.

The U. S. Coast Guard Academy at New London, Connecticut, is maintained to train most of the officers required by this branch of Government service. Others are trained at the Officer Candidate School at Yorktown, Virginia.

THE UNITED STATES SAVINGS BONDS DIVISION

The U. S. Savings Bonds Division under the provisions of Treasury Order No. 62, effective January 1, 1946, promotes the continued purchase of U. S. Savings Bonds and Stamps, as well as the protracted holding of the bonds by the American people.

By order of March 19, 1941, a Defense Savings Staff was set up in the Office of the Secretary to plan the nationwide sale of U. S. Savings Bonds, Series E, F and G and U. S. Savings Stamps, exchangeable for bonds. On May 1, President Roosevelt bought the first Defense Bond. With the onset of World War II volunteers expanded the program rapidly in every home and business community, every important professional, benevolent and social group, promoting and selling War Savings Bonds.

Newspapers, magazines, radio, motion pictures, all advertising and publicity media continually urged Americans to buy more bonds. By the end of 1945, during and between seven war loan drives and a Victory Loan, some 6 million volunteers had sold \$185 billion in Treasury securities to an estimated 185 million Americans.

Treasury Order No. 50, of June 25, 1943, set up a War Finance Division under a National Director to coordinate and integrate volunteer work in every city and county with the 52 State and territorial War Finance Committees and the Washington and State office staffs.

The peacetime program beginning with 1946 has been carried on by a small staff in Washington and 51 State offices, aided by a large volunteer organization. The program offers Americans a sound investment for savings in the accrual E bond and the interest-paying Series H. Through the payroll savings plan, promoted since 1941, it provides a simple, automatic way for the worker to save for future security. It broadens the base of ownership of the Federal debt, and helps to hold down inflationary pressures. Through the school savings program it teaches thrift and shows the future citizen the value of regular saving to self, community and country.

U. S. SECRET SERVICE

Although the Constitution (Article I, Section 8) gave Congress the power to impose punishment for counterfeiting the securities and current coin of the United States, no funds were appropriated for this purpose until 1860 when the sum of \$10,000 was allocated. A system of rewards constituted the first means of suppressing counterfeiting. As Acting Agent of the Treasury, William P. Wood, keeper of the Old Capitol Prison, was retained on a part time basis to combat offenses against the coin and currency. In 1865 Wood resigned from the Prison to become the First Chief of the United States Secret Service. For a long period the only general Federal investigative agency, it became common practice for other departments of the Government to borrow Secret Service agents to investigate land frauds, lotteries, whiskey rings, espionage during the Spanish American

War and World War I, the Teapot Dome scandals, and other crimes.

When President McKinley was assassinated in 1901, Secret Service agents were assigned immediately to guard President Theodore Roosevelt, and in an Appropriation Act of June 30, 1906, Congress provided funds for the protection of the President by the Secret Service at all times and under all conditions. On June 23, 1913, this protection was extended to the person of the President-elect and on June 12, 1917, to include the members of the President's immediate family. In 1951 the Congress authorized protection of the Vice President by the Secret Service.

The duties of the Secret Service today are prescribed by law (Title 18, U. S. Code, Section 3056) and are executed under supervision of the Chief, subject to the direction of the Secretary of the Treasury. They include the protection of the President, his family, the President-elect, and the Vice President; the suppression of counterfeiting and alteration of currency, checks, bonds, stamps, and other obligations of the United States and of foreign governments and the suppression of the counterfeiting and alteration of coins; investigation of the forgery of endorsements on, or the fraudulent negotiation of United States Treasury checks, bonds, and other obligations of the United States; investigation of certain offenses against the Federal Deposit Insurance Corporation, Federal land banks, joint-stock land banks and national farm loan associations. In addition, the Secret Service is authorized by the Secretary of the Treasury to make any investigation required to carry out the responsibility of any bureau, office, or division of the Treasury which does not regularly make investigations, including investigations required in the administration of the Government Losses in Shipment Act, the Gold Reserve Act, and the Silver Purchase Act.

The Chief of the Secret Service is charged with the supervision of the White House Police Force and the Treasury Guard Force. The White House Police protects the White House, Executive Offices, and grounds. The Guard Force protects the Main Treasury Building and the Treasury Annex, and each year safeguards billions of dollars worth of money and securities in the Treasury Building and vaults.

The Secret Service program to enlighten potential victims of counterfeiters and check and bond forgers and thus protect them from loss is made manifest in the "Know Your Money" and "Know Your Endorsers" cam-

paigns. The Treasury Department seeks to stimulate the public's respect for Federal law and to secure its cooperative assistance in preventing crime by pointing to the stake which the honest citizen has in this effort.

PLACES OF INTEREST TO THE VISITOR

MAIN TREASURY BUILDING, EXHIBIT ROOM

15th Street and Pennsylvania Avenue, N. W.

Open to the public 9:30 a. m. to 3:30 p. m. daily, except Saturdays, Sundays and holidays. (Nov. thru Feb., 9:30 a. m. to 1:30 p. m.)

BUREAU OF ENGRAVING AND PRINTING

14th and C Streets, S. W.

Tours conducted through plant 8:30 to 11:00 a. m. and 12:30 to 2:00 p. m. daily, except Saturdays. Sundays and holidays.

SECRETARIES OF THE TREASURY

PRESIDENTS	SECRETARIES	TERM OF SERVICE	
		FROM	TO
WASHINGTON	Alexander Hamilton, New York Oliver Wolcott, Connecticut	Sept. 11, 1789	Jan. 31, 1795
		Feb. 3, 1795	March 3, 1797
ADAMS, JOHN	Oliver Wolcott, Connecticut Samuel Dexter, Massachusetts	March 4, 1797	Dec. 31, 1800
		Jan. 1, 1801	March 3, 1801
JEFFERSON	Samuel Dexter, Massachusetts Albert Gallatin, Pennsylvania	March 4, 1801	May 13, 1801
		May 14, 1801	March 3, 1809
MADISON	Albert Gallatin, Pennsylvania George W. Campbell, Tennessee Alexander J. Dallas, Pennsylvania William H. Crawford, Georgia	March 4, 1809	Feb. 8, 1814
		Feb. 9, 1814	Oct. 5, 1814
		Oct. 6, 1814	Oct. 21, 1816
		Oct. 22, 1816	March 3, 1817
MONROE	William H. Crawford, Georgia	March 4, 1817	March 6, 1825
ADAMS, J. Q.	Richard Rush, Pennsylvania	March 7, 1825	March 5, 1829
JACKSON	Samuel D. Ingham, Pennsylvania Louis McLane, Delaware Wm. J. Duane, Pennsylvania Roger B. Taney, Maryland Levi Woodbury, New Hampshire	March 6, 1829	June 20, 1831
		Aug. 8, 1831	May 28, 1833
		May 29, 1833	Sept. 22, 1833
		Sept. 23, 1833	June 25, 1834
		July 1, 1834	March 3, 1837
VAN BUREN	Levi Woodbury, New Hampshire	March 4, 1837	March 3, 1841
HARRISON	Thomas Ewing, Ohio	March 6, 1841	April 4, 1841
TYLER	Thomas Ewing, Ohio Walter Forward, Pennsylvania John C. Spencer, New York George M. Bibb, Kentucky	April 5, 1841	Sept. 11, 1841
		Sept. 13, 1841	March 1, 1843
		March 8, 1843	May 2, 1844
		July 4, 1844	March 4, 1845
POLK	George M. Bibb, Kentucky Robert J. Walker, Mississippi	March 5, 1845	March 7, 1845
		March 8, 1845	March 5, 1849
TAYLOR	Wm. M. Meredith, Pennsylvania	March 8, 1849	July 9, 1850
FILLMORE	Wm. M. Meredith, Pennsylvania Thomas Corwin, Ohio	July 10, 1850	July 22, 1850
		July 23, 1850	March 6, 1853
PIERCE	James Guthrie, Kentucky	March 7, 1853	March 6, 1857
BUCHANAN	Howell Cobb, Georgia Philip F. Thomas, Maryland John A. Dix, New York	March 7, 1857	Dec. 8, 1860
		Dec. 12, 1860	Jan. 14, 1861
		Jan. 15, 1861	March 6, 1861

PRESIDENTS	SECRETARIES	TERM OF SERVICE	
		FROM	TO
LINCOLN	Salmon P. Chase, Ohio Wm. P. Fessenden, Maine Hugh McCulloch, Indiana	March 7, 1861 July 5, 1864 March 9, 1865	June 30, 1864 March 3, 1865 April 15, 1865
JOHNSON	Hugh McCulloch, Indiana	April 16, 1865	March 3, 1869
GRANT	Geo. S. Boutwell, Massachusetts Wm. A. Richardson, Massachusetts Benjamin H. Bristow, Kentucky Lot M. Morrill, Maine	March 12, 1869 March 17, 1873 June 4, 1874 July 7, 1876	March 16, 1873 June 3, 1874 June 20, 1876 March 3, 1877
HAYES	Lot M. Morrill, Maine John Sherman, Ohio	March 4, 1877 March 10, 1877	March 9, 1877 March 3, 1881
GARFIELD	William Windom, Minnesota	March 8, 1881	Sept. 19, 1881
ARTHUR	William Windom, Minnesota Charles J. Folger, New York Walter Q. Gresham, Indiana Hugh McCulloch, Indiana	Sept. 20, 1881 Nov. 14, 1881 Sept. 25, 1884 Oct. 31, 1884	Nov. 13, 1881 Sept. 4, 1884 Oct. 30, 1884 March 3, 1885
CLEVELAND	Hugh McCulloch, Indiana Daniel Manning, New York Charles S. Fairchild, New York	March 4, 1885 March 8, 1885 April 1, 1887	March 7, 1885 March 31, 1887 March 3, 1889
HARRISON, B.	Charles S. Fairchild, New York William Windom, Minnesota Charles Foster, Ohio	March 4, 1889 March 7, 1889 Feb. 25, 1891	March 6, 1889 Jan. 29, 1891 March 3, 1893
CLEVELAND	Charles Foster, Ohio John G. Carlisle, Kentucky	March 4, 1893 March 7, 1893	March 6, 1893 March 3, 1897
McKINLEY	John G. Carlisle, Kentucky Lyman J. Gage, Illinois	March 4, 1897 March 6, 1897	March 5, 1897 Sept. 14, 1901
ROOSEVELT, T.	Lyman J. Gage, Illinois L. M. Shaw, Iowa G. B. Cortelyou, New York	Sept. 15, 1901 Feb. 1, 1902 March 4, 1907	Jan. 31, 1902 March 3, 1907 March 7, 1909
TAFT	Franklin MacVeagh, Illinois	March 8, 1909	March 5, 1913
WILSON	W. G. McAdoo, New York Carter Glass, Virginia David F. Houston, Missouri	March 6, 1913 Dec. 16, 1918 Feb. 2, 1920	Dec. 15, 1918 Feb. 1, 1920 March 3, 1921
HARDING	Andrew W. Mellon, Pennsylvania	March 4, 1921	Aug. 2, 1923
COOLIDGE	Andrew W. Mellon, Pennsylvania	Aug. 3, 1923	March 3, 1929
HOOVER	Andrew W. Mellon, Pennsylvania Ogden L. Mills, New York	March 4, 1929 Feb. 13, 1932	Feb. 12, 1932 March 4, 1933

PRESIDENTS	SECRETARIES	TERM OF SERVICE	
		FROM	TO
ROOSEVELT, F.D.	William H. Woodin, New York Henry Morgenthau, Jr., New York	March 5, 1933	Dec. 31, 1933
		Jan. 1, 1934	April 12, 1945
TRUMAN	Henry Morgenthau, Jr., New York Fred M. Vinson, Kentucky John W. Snyder, Missouri	April 13, 1945	July 22, 1945
		July 23, 1945	June 23, 1946
		June 25, 1946	Jan. 20, 1953
EISENHOWER	George M. Humphrey, Ohio Robert B. Anderson, Connecticut	Jan. 21, 1953	July 29, 1957
		July 29, 1957	Jan. 20, 1961
KENNEDY	Douglas Dillon, New Jersey	Jan. 21, 1961	

UNDER SECRETARIES OF THE TREASURY

SECRETARIES	UNDER SECRETARIES	TERM OF SERVICE	
		FROM	TO
MELLON	S. Parker Gilbert, Jr., New Jersey Garrard B. Winston, Illinois Ogden L. Mills, New York	July 1, 1921	Nov. 17, 1923
		Nov. 20, 1923	Feb. 1, 1927
		March 4, 1927	Feb. 12, 1932
MILLS	Arthur A. Ballantine, New York	Feb. 13, 1932	March 4, 1933
WOODIN	Arthur A. Ballantine, New York Dean G. Acheson, Maryland Henry Morgenthau, Jr., New York	March 4, 1933	May 15, 1933
		May 19, 1933	Nov. 16, 1933
		Nov. 17, 1933	Dec. 31, 1933
MORGENTHAU	Thomas Jefferson Coolidge, Mass. Roswell Magill, New York John W. Hanes, North Carolina Daniel W. Bell, Illinois	May 2, 1934	Feb. 15, 1936
		Jan. 29, 1937	Sept. 15, 1938
		Nov. 1, 1938	Dec. 31, 1939
		Jan. 18, 1940	July 22, 1945
VINSON	Daniel W. Bell, Illinois O. Max Gardner, North Carolina	July 23, 1945	Dec. 31, 1945
		March 4, 1946	June 23, 1946
SNYDER	O. Max Gardner, North Carolina A. L. M. Wiggins, South Carolina Edward H. Foley, New York	June 25, 1946	Jan. 15, 1947
		Jan. 23, 1947	July 14, 1948
		July 15, 1948	Jan. 20, 1953
HUMPHREY	Marion B. Folsom, New York H. Chapman Rose, Ohio	Jan. 28, 1953	July 31, 1955
		Aug. 3, 1955	Jan. 31, 1956

SECRETARIES	UNDER SECRETARIES	TERM OF SERVICE	
		FROM	TO
ANDERSON DILLON	Fred C. Scribner, Jr., Maine Henry H. Fowler, Virginia	Aug. 9, 1957 Feb. 3, 1961	Jan. 20, 1961

UNDER SECRETARIES OF THE TREASURY FOR MONETARY AFFAIRS

SECRETARIES	UNDER SECRETARIES OF THE TREASURY FOR MONETARY AFFAIRS	TERM OF OFFICE	
		FROM	TO
HUMPHREY, ANDERSON ANDERSON DILLON	W. Randolph Burgess, Maryland Julian B. Baird, Minnesota Robert V. Roosa, New York	Aug. 3, 1954 Sept. 30, 1957 Jan. 31, 1961	Sept. 25, 1957 Jan. 20, 1961

ASSISTANT SECRETARIES OF THE TREASURY

SECRETARIES	ASSISTANT SECRETARIES	TERM OF SERVICE	
		FROM	TO
MEREDITH MEREDITH, CORWIN CORWIN, GUTHRIE GUTHRIE, COBB COBB, THOMAS DIX CHASE, FESSENDEN, McCULLOCH CHASE, FESSENDEN, McCULLOCH FESSENDEN, McCULLOCH McCULLOCH, BOUTWELL, RICHARDSON, BRISTOW McCULLOCH BOUTWELL	Charles B. Penrose, Pennsylvania Allen A. Hall, Pennsylvania William L. Hodge, Tennessee Peter G. Washington, District of Columbia Philip Clayton, Georgia George Harrington, District of Columbia Maunsell B. Field, New York William E. Chandler, New Hampshire John F. Hartley, Maine Edmund Cooper, Tennessee William A. Richardson, Mass.	March 12, 1849 Oct. 10, 1849 Nov. 16, 1850 March 14, 1853 March 13, 1857 March 13, 1857 March 13, 1861 March 18, 1864 Jan. 5, 1865 July 11, 1865 Dec. 2, 1867 March 20, 1869	Oct. 9, 1849 Nov. 15, 1850 March 13, 1853 March 12, 1857 Jan. 16, 1861 July 11, 1865 June 15, 1865 Nov. 30, 1867 May 4, 1875 May 31, 1868 March 17, 1873

SECRETARIES	ASSISTANT SECRETARIES	TERM OF SERVICE	
		FROM	TO
RICHARDSON, BRISTOW	Frederick A. Sawyer, South Carolina	March 8, 1873	June 11, 1874
BRISTOW, MORRILL, SHERMAN	Charles F. Conant, New Hampshire	July 1, 1874	April 3, 1877
BRISTOW	Curtis F. Burnam, Kentucky	March 4, 1875	June 30, 1876
MORRILL, SHERMAN, WINDOM, FOLGER, GRESHAM, McCULLOCH, MANNING	Henry F. French, Massachusetts	Aug. 12, 1876	March 9, 1885
SHERMAN	Richard C. McCormick, Arizona John B. Hawley, Illinois	April 3, 1877 Dec. 9, 1877	Dec. 8, 1877 March 31, 1880
SHERMAN, WINDOM, FOLGER	J. Kendrick Upton, New Hampshire	April 10, 1880	Dec. 31, 1881
FOLGER	John C. New, Indiana	Feb. 28, 1882	April 16, 1884
FOLGER, GRESHAM, McCULLOCH, MANNING	Charles E. Coon, New York	April 17, 1884	Nov. 10, 1885
MANNING	Charles S. Fairchild, New York William E. Smith, New York	March 14, 1885 Nov. 10, 1885	April 1, 1887 June 30, 1886
MANNING, FAIRCHILD, WINDOM	Hugh S. Thompson, South Carolina	July 12, 1886	March 12, 1889
FAIRCHILD, WINDOM, WINDOM	Isaac N. Maynard, New York	April 6, 1887	March 11, 1889
	George H. Tichner, Illinois George T. Batchelder, New York	April 1, 1889 April 1, 1889	July 20, 1890 Oct. 31, 1890
WINDOM, FOSTER	A. B. Nettleton, Minnesota	July 22, 1890	Dec. 1, 1892
WINDOM, FOSTER, CARLISLE	Oliver L. Spaulding, Michigan	July 23, 1890	June 30, 1893
FOSTER	Lorenzo Crounse, Nebraska John H. Gear, Iowa	April 27, 1891 Nov. 22, 1892	Oct. 31, 1892 March 3, 1893

SECRETARIES	ASSISTANT SECRETARIES	TERM OF SERVICE	
		FROM	TO
FOSTER, CARLISLE	Genio M. Lambertson, Nebraska	Dec. 23, 1892	April 3, 1893
CARLISLE, GAGE	Charles S. Hamlin, Massachusetts	April 12, 1893	April 7, 1897
	William E. Curtis, New York	April 13, 1893	March 31, 1897
	Scott Wike, Illinois	July 1, 1893	May 4, 1897
CARLISLE, GAGE	William B. Howell, New Jersey	April 7, 1897	March 10, 1899
GAGE, SHAW	Oliver L. Spaulding, Michigan	April 7, 1897	March 4, 1903
GAGE	Frank A. Vanderlip, Illinois	June 1, 1897	March 5, 1901
GAGE, SHAW	Horace A. Taylor, Wisconsin	March 13, 1899	June 3, 1906
	Milton E. Ailes, Ohio	March 6, 1901	April 15, 1903
SHAW	Robert B. Armstrong, Iowa	March 5, 1903	March 5, 1905
	Charles H. Keep, New York	May 27, 1903	Jan. 21, 1907
SHAW, CORTELYOU, MacVEAGH	James B. Reynolds, Massachusetts	March 6, 1905	Nov. 1, 1909
SHAW, CORTELYOU	John H. Edwards, Ohio	July 1, 1906	March 15, 1908
SHAW	Arthur F. Statter, Oregon	Jan. 22, 1907	Feb. 28, 1907
CORTELYOU	Beekman Winthrop, New York	April 23, 1907	March 6, 1909
CORTELYOU, MacVEAGH	Louis A. Coolidge, Massachusetts	March 17, 1908	April 10, 1909
MacVEAGH,	Charles D. Norton, Illinois	April 5, 1909	June 8, 1910
	Charles D. Hilles, New York	April 19, 1909	April 3, 1911
MacVEAGH, McADOO	James F. Curtis, Massachusetts	Nov. 27, 1909	July 31, 1913
MacVEAGH	A. Piatt Andrew, Massachusetts	June 8, 1910	July 3, 1912
	Robert O. Bailey, Illinois	April 4, 1911	March 3, 1913
MacVEAGH, McADOO	Sherman P. Allen, Vermont	July 20, 1912	Sept. 30, 1913
McADOO	John Skelton Williams, Virginia	March 24, 1913	Feb. 2, 1914
	Charles S. Hamlin, Massachusetts	Aug. 1, 1913	Aug. 9, 1914
	Byron R. Newton, New York	Oct. 1, 1913	Sept. 30, 1917
	William P. Malburn, Colorado	March 24, 1914	Jan. 26, 1917
	Andrew J. Peters, Massachusetts	Aug. 17, 1914	March 15, 1917
	Oscar T. Crosby, Virginia	April 17, 1917	Aug. 28, 1918

SECRETARIES	ASSISTANT SECRETARIES	TERM OF SERVICE	
		FROM	TO
McADOO, GLASS	Leo S. Rowe, Pennsylvania	June 22, 1917	Nov. 20, 1919
McADOO, GLASS, HOUSTON, MELLON	James H. Moyle, Utah	Oct. 5, 1917	Aug. 26, 1921
McADOO, GLASS, HOUSTON	Russell C. Leffingwell, New York	Oct. 30, 1917	July 5, 1920
McADOO, GLASS	Thomas B. Love, Texas	Dec. 15, 1917	Jan. 31, 1919
McADOO, GLASS, HOUSTON	Albert Rathbone, New York	Sept. 4, 1918	June 30, 1920
GLASS, HOUSTON	Jouett Shouse, Kansas	March 5, 1919	Nov. 15, 1920
	Norman H. Davis, Tennessee	Nov. 21, 1919	June 14, 1920
HOUSTON, MELLON	Nicholas Kelley, New York	June 15, 1920	April 14, 1921
	S. Parker Gilbert, Jr., New Jersey	July 6, 1920	June 30, 1921
	Ewing Laporte, Missouri	Dec. 4, 1920	May 31, 1921
HOUSTON	Angus W. McLean, North Carolina	Dec. 4, 1920	March 4, 1921
MELLON	Eliot Wadsworth, Massachusetts	March 16, 1921	March 31, 1925
	Edward Clifford, Illinois	May 4, 1921	July 9, 1923
	Elmer Dover, Washington	Dec. 23, 1921	July 25, 1922
	McKenzie Moss, Kentucky	March 3, 1923	June 13, 1926
	Garrard B. Winston, Illinois	July 9, 1923	Nov. 19, 1923
	Charles S. Dewey, Illinois	July 1, 1924	Nov. 5, 1927
	Lincoln C. Andrews, New York	April 1, 1925	July 31, 1927
	Carl T. Schuneman, Minnesota	Dec. 28, 1926	June 25, 1929
	Seymour Lowman, New York	Aug. 1, 1927	March 15, 1933
	Henry Herrick Bond, Massachusetts	Nov. 7, 1927	Sept. 1, 1929
	Ferry K. Heath, Michigan	June 26, 1929	April 17, 1933
	Walter Ewing Hope, New York	Nov. 21, 1929	March 15, 1931
	Arthur A. Ballantine, New York	March 16, 1931	Feb. 12, 1932
MILLS	James H. Douglas, Jr., Illinois	March 9, 1932	June 11, 1933
WOODIN, MORGENTHAU	Lawrence W. Robert, Jr., Georgia	April 18, 1933	Feb. 15, 1936
	Stephen B. Gibbons, New York	June 6, 1933	Sept. 30, 1939
WOODIN	Thomas Hewes, Connecticut	June 12, 1933	Dec. 12, 1933

SECRETARIES	ASSISTANT SECRETARIES	TERM OF SERVICE	
		FROM	TO
MORGENTHAU	Josephine Roche, Colorado Wayne C. Taylor, Illinois John W. Hanes, North Carolina	Dec. 1, 1934 Feb. 19, 1936 July 1, 1938	Nov. 1, 1937 Feb. 28, 1939 Oct. 31, 1938
MORGENTHAU, VINSON	Herbert E. Gaston, New York	June 23, 1939	Dec. 2, 1945
MORGENTHAU	John L. Sullivan, New Hampshire	Jan. 18, 1940	Nov. 30, 1944
MORGENTHAU, VINSON	Harry D. White, Maryland	Jan. 24, 1945	May 1, 1946
VINSON, SNYDER	Edward H. Foley, Jr., New York	April 15, 1946	July 14, 1948
SNYDER	John S. Graham, North Carolina Wm. McC. Martin, Jr., New York	July 16, 1948 Feb. 8, 1949	Jan. 20, 1953 April 1, 1951
SNYDER	Andrew N. Overby, District of Columbia	Jan. 24, 1952	Feb. 28, 1957
HUMPHREY, ANDERSON	H. Chapman Rose, Ohio Laurence B. Robbins, Illinois David W. Kendall, Michigan Fred C. Scribner, Jr., Maine	Jan. 28, 1953 Sept. 20, 1954 Aug. 3, 1955 April 18, 1957	Aug. 2, 1955 Jan. 20, 1961 Dec. 15, 1957 Aug. 8, 1957
ANDERSON	Tom B. Coughram, Calif. T. Graydon Upton, Penna. John P. Weitzel, Rhode Island	Dec. 4, 1957 Dec. 17, 1958 Dec. 20, 1960	Dec. 15, 1958 Dec. 18, 1960 Jan. 20, 1961
ANDERSON, DILLON	A. Gilmore Flues, Ohio	Dec. 20, 1957	Dec. 19, 1961
DILLON	John M. Leddy, Virginia Stanley S. Surrey, Massachusetts James A. Reed, Massachusetts John C. Bullitt New Jersey	April 5, 1961 April 24, 1961 Dec. 20, 1961 Dec. 17, 1962	Oct. 31, 1962

GENERAL COUNSELS

MORGENTHAU	Herman Oliphant, Maryland Edward H. Foley, Jr., New York Randolph E. Paul, New York	June 20, 1934 May 19, 1939 Aug. 7, 1942	Jan. 11, 1939 July 24, 1942 March 22, 1944
MORGENTHAU, VINSON, SNYDER	Joseph J. O'Connell, Jr., New York	May 10, 1944	Aug. 11, 1947
SNYDER	Thomas J. Lynch, Ohio	June 10, 1948	Jan. 20, 1953

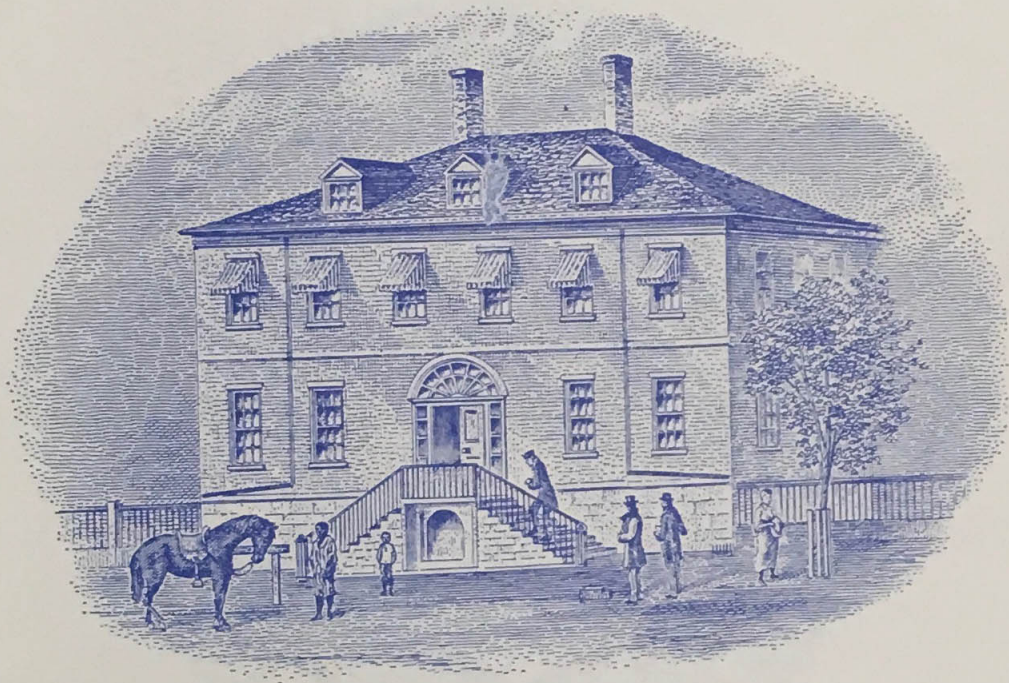
SECRETARIES	GENERAL COUNSELS	TERM OF SERVICE	
		FROM	TO
HUMPHREY, ANDERSON	Elbert P. Tuttle, Georgia David W. Kendall, Michigan Fred C. Scribner, Jr., Maine Nelson P. Rose, Ohio David A. Lindsay, New York	Jan. 30, 1953 Jan. 26, 1955 Sept. 22, 1955 Jan. 28, 1958 Oct. 2, 1959	Sept. 1, 1954 Aug. 2, 1955 April 17, 1957 Oct. 1, 1959 Jan. 20, 1961
DILLON	Robert H. Knight, Virginia Gaspard d'A. Belin, Pennsylvania	Oct. 6, 1962 Nov. 16, 1962	

FISCAL ASSISTANT SECRETARY

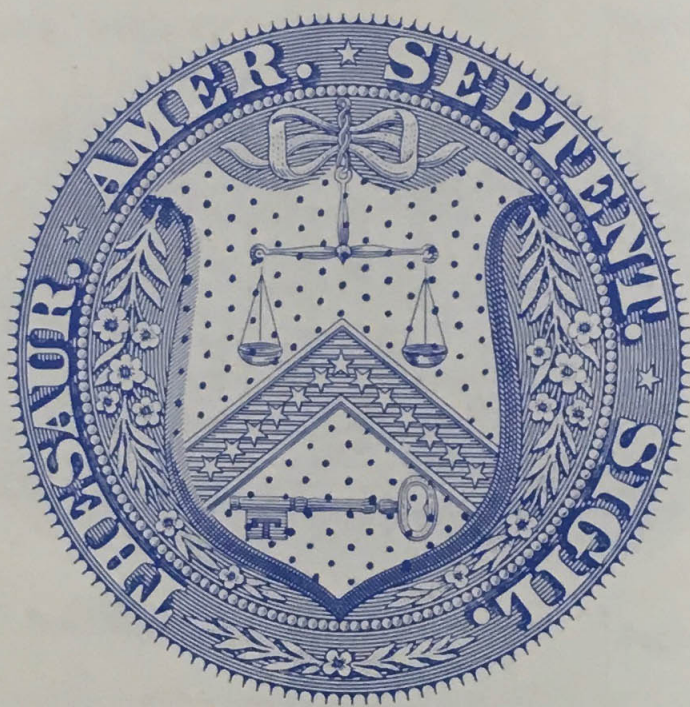
MORGENTHAU, VINSON, SNYDER, HUMPHREY	Edward F. Bartelt, Illinois	March 16, 1945	June 17, 1955
HUMPHREY, ANDERSON, DILLON	William T. Heffelfinger, District of Columbia	March 31, 1962	
DILLON	John K. Carlock, Arizona	June 15, 1962	

ADMINISTRATIVE ASSISTANT SECRETARY

SNYDER, HUMPHREY, ANDERSON	William W. Parsons, California	Aug. 2, 1950	Aug. 31, 1959
ANDERSON DILLON	A. E. Weatherbee, Maine	Sept. 14, 1959	



UNITED STATES TREASURY BUILDING 1804



"The United States Treasury" - Information

